

Trustee Meeting Minutes  
June 13, 2016

The June meeting of the Leominster Public Library Board of Trustees was held on Monday, June 13, 2016.

In attendance were: Chairperson Gilbert Tremblay; Mark Bodanza; Nancy Hicks; Carol Millette; Lawrence Nfor; and Susan Chalifoux Zephir. Also in attendance were Director Susan Theriault Shelton; and Assistant Director Edward Bergman.

The meeting was called to order at 5:01 p.m.

#### APPROVAL OF MINUTES

The minutes of the May 9, 2016 meeting were corrected and approved. (SCZ/LN)

#### REVIEW OF DIRECTOR'S REPORT

There was a question about reporting the number of attendees for children's programs. Mrs. Shelton clarified that the number reported includes the caregivers who accompany their children to the programs. There was another question about the goal for Facebook postings. Mrs. Shelton explained that because the library's Facebook page was a new service, a goal was set for the number of monthly postings to be done in order to ensure the page remains fresh and interesting. There was a suggestion that the library use a targeted ad to broaden its Facebook exposure.

#### OLD BUSINESS

- Mrs. Shelton gave an update on technology issues. Mrs. Shelton told the Board that the city's Technology Vendor Selection Committee has submitted their final vote, and a contract will be signed with the chosen vendor soon. The network video recorder for the library's security camera system was deployed. Following the deployment it was discovered that a number of cameras are inoperable. The work server was deployed several weeks ago; some problems persist due to the library's dual IP network. The transfer of funds for the library's Shoretel phone server project is scheduled for a City Council vote tonight. The city's Purchasing Agent suggested that the library could be included in the City Hall's Shoretel server project. Mrs. Shelton told him that she would prefer that the library retain its own Shoretel server in order to have better control over the phone system; and to keep the library's current phone number.
- Mrs. Shelton reported on the library's strategic planning process. A focus group for 20- and 30-year-olds will take place this evening at the Rye & Thyme restaurant. Two additional focus groups have been scheduled for June 22<sup>nd</sup> and June 23<sup>rd</sup>. Despite widely publicizing the focus groups, it has been difficult to get non-users to participate.

- Mrs. Shelton reviewed the Mayor's proposed FY17 budget. The personnel budget included everything the library asked for, with the exception of the new full-time Electronic Services Librarian position. A proposed COLA increase for non-union employees was not included in the Mayor's budget. The operating budget included increases for computer equipment and repair; and books. There is a new line item for programming. The library's budget defense has been scheduled for Monday, June 20<sup>th</sup> at 6:30 p.m.

#### NEW BUSINESS

- Mrs. Shelton reported on the FY16 budget close-out. Mrs. Shelton is hiring M&R Painting & Contracting to paint the wooden window frames in the old building; and power wash the limestone around the building.

#### ANNOUNCEMENTS

The meeting adjourned at 5:32 p.m. (SCZ/MB)

Respectfully submitted,

Edward L. Bergman  
Assistant Director