

Trustee Meeting Minutes  
January 11, 2016

The January meeting of the Leominster Public Library Board of Trustees was held on Monday, January 11, 2016.

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

The meeting was called to order at 5:04p.m.

#### APPROVAL OF MINUTES

The minutes of the December 14, 2015 meeting were approved as corrected. (SCZ/MB)

#### REVIEW OF DIRECTOR'S REPORT

Mrs. Hicks asked Mrs. Shelton for more information about the project to eliminate the VHS and books-on-cassette collections; and to reorganize the audio-visual collections area. Mrs. Shelton explained that VHS and books-on-cassette are older formats that have seen a decline in circulation; and that space was needed in the area to accommodate the newer DVD, books-on-CD, and Playaway collections. The withdrawn items will be given to the Friends of the Library; and will be offered to the public.

Mrs. Hicks commented that May Lee Tom has done "a really good job" pursuing grant opportunities for library programming.

#### OLD BUSINESS

Mrs. Shelton updated the Board on a number of building issues:

- Mrs. Shelton met with Marcy Stefura of Stefura Associates about the carpet issues in the first floor main corridor. Ms. Stefura suggested contacting Atkinson Carpet and Flooring of Haverhill to determine if there was any possibility of a repair. Mrs. Shelton contacted Atkinson Carpet and scheduled workers to attempt a repair on Friday evening, January 15th.
- Mrs. Shelton signed the proposal to reinstate the Software House maintenance service contract through CGL. This will allow CGL to upgrade the C-Cure access control and security camera software to the latest version, 10.3. CGL is currently developing a proposal for a new network video recorder for the camera system.
- Mrs. Shelton outlined the difficulties she has encountered trying to obtain the library's boiler inspection certificate. Although the boiler was inspected in the spring of 2015, the

library never received the certificate. After a number of emails and phone calls to the MA Department of Public Safety, she learned the city's boiler inspection certificates were never released because one city department failed to pay its portion of the inspection invoice. Mrs. Shelton has followed -up with the city's Building Inspector to outline in writing everything she has done; and to notify him that the library's current certificate is out-of-compliance.

- Mrs. Shelton told the Board that she was notified that the battery for the elevator carriage's emergency lights needed to be replaced following the elevator's bi-monthly preventative maintenance and lubrication service done on December 17th. The purchase of the new battery requires a change in the city's elevator contract, which is in process. She reminded the Board that last year the elevator stopped working. Thinking that this would be classified as an emergency, she had the repair work done, but then had difficulty in getting the city to pay the invoice. Mr. Bodanza suggested that in the case of future incidents, she contact the Purchasing Agent first, and let him make the determination that it is an emergency.

## NEW BUSINESS

Mrs. Shelton distributed the Children's, Young Adult, and Adult Departments' proposals for the 2016 Marcia W. O'Donnell Art Activities Fund programs. **A motion was made and unanimously approved to accept the proposals; and to expend \$4,984.00 from the Marcia O'Donnell Art Activities Fund. (SCZ/MB)**

Mrs. Shelton updated the Board on a number of technology issues:

- A proposal has been developed for the replacement of the work server, and Mrs. Shelton is in the process of getting quotes. The replacement will be under state contract ITC53. However, she is still required to obtain three quotes.
- Mrs. Shelton is working with Guardian Information Technologies for a proposal for the replacement of the phone system server and software. Under that particular state contract, she can work directly with Guardian.
- Mrs. Shelton told the Board that she is investigating the use of credit card machines at the library service desks. She will be contacting MCC ebill, the company that provides credit card payment services to other city departments.

## ANNOUNCEMENTS

Mrs. Shelton complimented Head of Children's Services Sarah Chapdelaine. Ms. Chapdelaine runs a great department; she and her staff offer approximately 275 programs throughout the year. However, Ms. Chapdelaine is not satisfied with just the programming budget she is given, and she is always looking for additional funding. For example, she recently approached Rollstone Bank, and was awarded \$1,500.00 to spend on a series of musical programs. She is currently in the process of writing to another bank for funding to continue a

series of baby/toddler yoga programs. Mrs. Shelton said it is rewarding to see a staff member who is so proactive, and said that Sarah should be commended for her exemplary work. The Trustees concurred.

The meeting adjourned at 6:04 pm. (SCZ/MB)

Respectfully submitted,

Edward L. Bergman  
Recording Secretary