

Trustee Meeting Minutes
April 11, 2016

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

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

The meeting was called to order at 5:00 p.m.

APPROVAL OF MINUTES

The minutes of the March 14, 2016 meeting were corrected and approved. (CM/SCZ)

REVIEW OF DIRECTOR'S REPORT

Mr. Bodanza commented that the library does an excellent job of promoting programs.

OLD BUSINESS

- Mrs. Shelton reported that the work server has been ordered, and hopefully will be in place by the end of April.
- Mrs. Shelton told the Board that over the next few weeks, she and Mr. Bergman will be projecting part-time personnel needs for the rest of the fiscal year in order to determine how much money is available to transfer to the operating budget for the technology projects. Mrs. Shelton noted that there is also still some money available in one of the line-items in the operating budget for computer equipment.
- Mrs. Shelton told the Board that she is tracking State Aid money that was mistakenly deposited into the Public Library Fund. She has been told that in the future, State Aid will be included in the MUNIS system, which will make it easier to track and reconcile.
- Mrs. Shelton told the Board that the City is going out for bid for technology services. She is on the committee to review the RFPs that have been received from seven companies.
- Mrs. Shelton hopes to have a purchase order for the new Shoretel phone system by early June. Part of the project will be the installation of PoE (Power over Ethernet) switches. The PoE switches will also allow for the expansion of wifi in the building.
- Mrs. Shelton updated the Board on setting up community focus groups for the library's strategic plan. There has not been much interest from teens to attend the scheduled teen

focus group. Father José Rodriguez of Holy Family Church has scheduled a tentative date for a focus group with his Spanish-speaking congregants in late April. Mrs. Shelton and Mr. Bergman will be going out to a local restaurant to look at a function room that could be used for the focus group for 20 - 30 year olds.

- Mr. Bergman reported on the 2-day A.L.I.C.E. active-shooter response training that he and Mr. Silva attended in January. He told the Board that the main take-away lesson is that in any active-shooter event, time is of the essence. Staff members are the first responders; and therefore they need to be proactive in dealing with the situation. He told the Board that there is an A.L.I.C.E. e-learning module that will be available for staff training. In addition, he would like to offer some hands-on training for staff. He has learned that some staff are not familiar with all of the emergency exits. Mrs. Shelton added that she has been in contact with Fire Department personnel to set up some staff training on procedures to evacuate the building if the fire alarms go off. The Trustees questioned if there is any requirement to post evacuation maps. They suggested that emergency evacuation routes be included on an library signage developed in the future.
- Mrs. Shelton distributed the FY17 budget, cover letter, and supporting materials. Mrs. Shelton explained that she was asked to prepare two salary budgets; one with a COLA increase, and one without a COLA increase. The COLA increase would need to go before the City Council for approval before it could be implemented. In the salary budget, Mrs. Shelton is requesting a new full-time Electronic Services Librarian position; an upgrade in the Bookkeeper/Administrative Assistant's position from S3 to S4; and an increase in the part-time budget. In the operating budget, Mrs. Shelton is asking for an increase in the book line item to move closer to meeting the state's Municipal Expenditure Requirement. She is also asking for an increase in Computer Equipment and Repair. Additionally, she has included a new line item for programming. She explained that currently the Friends, along with a few trust funds and donations, fund all of the library programs. The City does not provide any funding for programming, and the Friends have maxed out what they can contribute. Mrs. Shelton pointed out that the library's programming component fits into the Mayor's vision of what should be happening in the City, and so the City should show some financial commitment to programming. **A motion was made and unanimously approved to accept the proposed FY17 budget as presented. (MB/CM)**

NEW BUSINESS

- Mr. Bergman presented a list of proposed closings for July through December 2016. **A motion was made and unanimously approved to accept the proposed list of closings (MB/SCZ):**
 - **Saturday, July 2, 2016: closed all day**
 - **Saturday, September 3, 2016: closed all day**
 - **Saturday, December 24, 2016: closed all day**
 - **Saturday, December 31, 2016: close at noon**
 - **Wednesday, November 23, 2016: close at 5:00 p.m.**
 - **Friday, November 25, 2016: close all day if Mayor closes City Hall**

- **Friday, June 24, 2016: close at 4:00 p.m. if we learn the library's Pearl Street parking lot will be impacted by the Longsjö Race route.**

ANNOUNCEMENTS

Mr. Tremblay read a note from former library employee Meredith Foley thanking the Trustees for the staff luncheon.

The meeting adjourned at 6:03 p.m.

Respectfully submitted,

Edward L. Bergman
Assistant Director