

Trustee Meeting Minutes
May 9, 2016

The May meeting of the Leominster Public Library Board of Trustees was held on Monday, May 9, 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; Assistant Director Edward Bergman; and Head of Adult Services Tim Silva.

The meeting was called to order at 5:02 p.m.

APPROVAL OF MINUTES

The minutes of the April 11, 2016 meeting were corrected and approved. (SCZ/MB)

REVIEW OF DIRECTOR'S REPORT

The Trustees commented on the success of the recent Millette Environmental Field Trip. Mrs. Shelton read a thank-you note from one of the participants of the Millette Field Trip.

OLD BUSINESS

- Mrs. Shelton gave an update on technology issues. Mrs. Shelton told the Board that in addition to other recent technology problems, the building security server failed and had to be rebuilt. She explained that one of the problems contributing to the recent server failures is that PAC updates have not been done regularly on them. Maintenance of the servers is the responsibility of the City, and the current level of funding does not allow for proactive maintenance or planning for obsolescence.
- Mrs. Shelton reported on the library's strategic planning process. A teen focus group scheduled to take place at the library did not attract any participants, so an alternative teen focus group will be held at the Boys and Girls Club. A focus group for 20- and 30-year-olds will take place in a local restaurant in June. A bilingual focus group has been tentatively scheduled for late May. Andrea Freeman will facilitate a general focus group at the library in June. Mrs. Shelton, Mr. Bergman, and Mr. Silva have begun to develop a community survey. The survey will be available in both hard copy and electronic formats in order to get as wide a community distribution as possible. It is hoped to get input from both users and non-users. There will be a prize drawing as an incentive to get people to participate.
- Mrs. Shelton has not heard back about access to the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) e-learning component for non-school employees. She is also waiting to hear from the Fire Chief about having someone from the Fire Department meet with her about emergency procedures.

- Mrs. Shelton has not received any word on a meeting with the Mayor and Comptroller regarding the FY17 budget.

NEW BUSINESS

- Mrs. Shelton reported on the FY16 budget close-out. She will request a transfer of \$22,000 from the personnel budget to the operating budget. This transfer, combined with a surplus in some other line items, may mean there will be no need to expend state aid funds for the Shoretel server project. She is resolving the incorrect posting of the FY14 and FY15 state aid payments. Until the incorrect postings are resolved, these payments will be tracked on both the operating balance sheet and the state aid balance sheet. There may be a need to carry-over money for the June electric bill.

ANNOUNCEMENTS

The meeting adjourned at 5:45 p.m. (MB/SCZ)

Respectfully submitted,

Edward L. Bergman
Assistant Director