

Trustee Meeting Minutes
July 11, 2016

The July meeting of the Leominster Public Library Board of Trustees was held on Monday, July 11, 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 5:01 p.m.

APPROVAL OF MINUTES

The minutes of the June 13, 2016 meeting were corrected and approved. (SCZ/CM)

REVIEW OF DIRECTOR'S REPORT

- There was a comment about the large number of faxes sent on the public fax machine during the month of June.
- Mrs. Shelton told the Board that several historical paintings and photographs have been taken out of storage and will be hung in the library.

OLD BUSINESS

- Mrs. Shelton gave an update on technology issues. The old work server was removed from the library network. It will be stored in the basement data closet for two weeks; and after that time the hard drives will be removed and destroyed. There have been unanticipated issues with network slowness and PC Reservation following the server deployment. In an effort to fix the network slowness, Guardian engineers rebooted the network switches. During this process, one of the blades on a switch failed. This resulted in a number of computers being out-of-service for several days until a new blade could be installed. Mrs. Shelton and Mr. Bergman will be meeting later this week with the account manager and an estimator from CGL to move forward with getting the camera system fully functional. Now that the new network video recorder is in place, they will be able to review which cameras are operable, and which cameras will need to be replaced.
- Mrs. Shelton asked Mr. Silva to report on the focus group that was held for 20- and 30-year-olds. He told the Board the major take-away from the meeting was that this demographic group is looking for ways to connect with others in the community. They use many ways to find out about events taking place in the community, including Facebook and other social media. Many participants mentioned they would like to have a café area and a space to socialize in the library. Mrs. Shelton told the Board that Andrea Freeman facilitated a focus group of library users in the 40+ age group. The focus group planned for non-users didn't have any participants, so it has been cancelled. Library staff will investigate other ways to

gather non-user input. Mrs. Millette mentioned that the Brazilian mass at St. Anna's Church might be a point of contact for the Brazilian community. Mr. Silva is working on an online community survey that will be made available for the public in the early fall.

- Mrs. Shelton announced that the City Council passed the Mayor's FY17 budget. Everything the library requested was approved with the exception of the new full-time Electronic Services Librarian position.
- Mrs. Shelton reported on the FY16 budget close-out. She will submit a letter to the Comptroller's Office this week requesting a carryover of just over \$49,800.00. The carryover will be used for the power washing and painting of the library building, the Shoretel phone server project, and the outstanding electric and telephone bills.

NEW BUSINESS

- Mrs. Shelton told the Board that the Pilgrim Congregational Church is considering an electrical upgrade that will require a new transformer. Mrs. Shelton explained that National Grid owns the library's transformer. National Grid is proposing to tie the feed for the church's new transformer into the primary side of the library's transformer. The new transformer would be placed on church property not far from the library's transformer. Mrs. Shelton expressed her concern that the two transformers in close proximity would create a closed-in feeling for pedestrians using the walkway on the side of the library.
- Mrs. Shelton showed photographs that Leominster resident Mark Doyle offered to donate to the library, noting that all or just a few could be accepted. **A motion was made and unanimously approved to authorize the Library Director to use her discretion to select photographs for the library. (SCZ/MB)**

ANNOUNCEMENTS

The meeting adjourned at 5:50 p.m. (GT/MB)

Respectfully submitted,

Edward L. Bergman
Assistant Director