

Trustee Meeting Minutes  
February 27, 2017

The February meeting of the Leominster Public Library Board of Trustees was held on Monday, February 27, 2017.

In attendance were: Mark Bodanza; Nancy Hicks; 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 5:04 p.m.

#### APPROVAL OF MINUTES

The minutes of the January 9, 2017 meeting were corrected and approved. (MB/SC)

#### REVIEW OF DIRECTOR'S REPORT

- Mrs. Shelton told the Board that State Representative Natalie Higgins has begun to hold regular office hours at the library on Monday evenings from 5:30 – 7:00 p.m.
- Mrs. Shelton told the Board that a telescope has been donated to the library through the Aldrich Astronomical Society's Adopt-A-Library Telescope program, with funding provided by Leominster Access Television. Following a public program to introduce the telescope on April 6, it will be available for loan to library patrons.

#### OLD BUSINESS

- Mrs. Shelton reported on the progress of the Strategic Planning Process. The Community Survey was launched on January 27 and closed February 24. The project consultant, Deb Hoadley, hoped there would be a minimum of 380 responses in order to have an accuracy rate of 95% in the development of the Strategic Plan. At the close of the survey there were 530 surveys completed. Mrs. Shelton shared some of the survey results, and will follow-up by emailing the results to the Board.

#### NEW BUSINESS

- Mrs. Shelton distributed the Children's, Young Adult, and Adult Departments' proposals for the 2017 Marcia W. O'Donnell Art Activities Trust Fund programs. **A motion was made and unanimously approved to accept the proposals; and to expend \$5,000.00 from the Marcia O'Donnell Art Activities Trust Fund. (SCZ/LN)**
- Mrs. Shelton and the Trustees discussed filling the vacancies on the Board created by the death of Gilbert Tremblay, and the decision of Nancy Hicks to not be reappointed to the Board for another term. The Board will send letters to potential candidates asking them to respond if they are interested in serving. The Board will review the responses and select the

candidates to fill the vacancies. The names of those selected will be forwarded to the Mayor for appointment to the Board.

- Mrs. Shelton recommended steps that should be taken in preparation of hiring a new Library Director:
  - Mrs. Shelton and Mr. Bergman will update the job description for the Library Director.
  - Mrs. Shelton and Mr. Bergman will develop a draft job advertisement; and compile a list of places to post the position. These will be presented at the March meeting.
  - The Board will need to develop a timeline for the selection process at the March meeting.
  - The Board will need to think about who should be involved on the selection committee. Will it be the entire Board or a sub group of the Board? Will a library staff member be involved? Will another library director be invited to be involved in the process? What is the role of the city's Human Resources Director?
  - A Board member will meet with the Mayor to discuss the selection process.
  - Mrs. Shelton will invite the city's Human Resources Director to the March meeting.

#### ANNOUNCEMENTS

- Mrs. Shelton distributed the library's FY16 Annual Report.
- Mrs. Shelton announced that the library hired two new part-time Circulation-Reception Assistants, Elizabeth "Lizzy" Gaulin and Tamika Isaac. They began training on February 14<sup>th</sup>.
- Mr. Bodanza told the Board that a resident left at his office a piece of framed art that is intended as a donation for the library. The Board will vote on the donation at the March meeting.
- Mrs. Shelton updated the Board on the contents of the city's time capsule. The items are being digitized at the Boston Public Library. Once the digitization is complete, they will be available online through the Digital Commonwealth.
- Mrs. Shelton announced that the library will present the *Vintage Vocal Quartet in Concert* in memory of Gilbert Tremblay as part of the library's Sunday Series on May 7, 2017 at 2:00 p.m. She also told the Board that she and Mr. Bergman met with Mrs. Tremblay and family last week to discuss the donations made to the library in Gil's memory.

The meeting adjourned at 5:54 p.m. (SCZ/LN)

Respectfully submitted,

Edward L. Bergman  
Assistant Director