

Trustee Meeting Minutes
May 8, 2017

The May meeting of the Leominster Public Library Board of Trustees was held on Monday, May 8, 2017.

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

The meeting was called to order at 5:01 p.m.

APPROVAL OF MINUTES

The minutes of the April 10, 2017 meeting were corrected and approved. (NH/CM)

The minutes of the April 13, 2017 meeting were corrected and approved. (NH/CM)

REVIEW OF DIRECTOR'S REPORT

Mrs. Shelton noted that there was no Director's Report this month; the May Director's Report will be available for review at the June meeting.

OLD BUSINESS

- Mrs. Shelton reported on the progress of the Strategic Planning Process. Mrs. Shelton and Mr. Bergman attended the meeting of the Strategic Planning Steering Committee on April 19th to develop specific goals and objectives that will be included in the plan. Library staff will have a chance to review the draft plan and submit their comments to Mrs. Shelton and Mr. Bergman prior to their meeting with consultant Deb Hoadley on May 24th to finalize the Strategic Plan. The Strategic Plan will be ready for the Board to review at the June meeting, and to approve at the July meeting. Mrs. Shelton hopes to have the Strategic Plan submitted to the Massachusetts Board of Library Commissioners well before the October deadline.
- Mrs. Shelton reported that Eladia Romero and Carrie Noseworthy will be appointed as new trustees at the City Council meeting later this evening. Ms. Romeo's term will expire April 15, 2020, and Ms. Noseworthy's term will expire April 15, 2019. Mrs. Shelton has prepared an informational notebook for each new trustee, and she will meet with them prior to the June meeting.
- Mrs. Shelton announced her last official day of work will be July 28th. This will give her an opportunity close out the FY17 budget and use her vacation days.
- Mrs. Chalifoux Zephir reported on the Library Director search. The Screening Committee selected 7 candidates from the 17 applications received to pass along to the full Search Committee. The Search Committee will meet on Monday, May 15th at 5:00 p.m. to select the

candidates that will be called in for interviews. Mrs. Shelton told the Board that the Mayor would like to be included in the final interviews.

- Mrs. Shelton distributed the cover letter that was submitted to Mayor Mazzarella with the library's FY18 budget. Mrs. Shelton reminded the Board that she did not include the full-time Electronic Services Librarian position in this year's budget. She feels it will be better for the new Library Director to evaluate staffing needs in light of the library's new Strategic Plan. Mrs. Shelton reported that the Mayor discussed the FY18 budget at the city department heads' meeting last week. The Mayor noted that the budget will be tight this year. Any growth in the city's tax base will have to come from commercial or industrial development, as very few parcels of land remain for residential development. There is also a concern with the School Department's deficit going into next year. The Mayor plans to submit the budget to the City Council by June 1st. Mrs. Shelton will let the Board know when she learns the date of the library's budget defense.

NEW BUSINESS

- Mrs. Shelton announced that there will be a special event at the library on Saturday, June 10th from 6:30 – 8:30 p.m. to celebrate the 10th anniversary of the opening of the newly renovated library. Mrs. Shelton outlined the events that will take place, including a scavenger hunt with prizes, live music, a photo booth, and refreshments.

ANNOUNCEMENTS

- Mrs. Shelton announced that the 10th annual Feldman celebration will take place on Sunday, May 21st. This year's event will be bigger than usual, including a touch-a-truck with the Leominster DPW, and a roaming railroad with Thomas the Tank Engine.

The meeting adjourned at 5:36 p.m. (NH/CM)

Respectfully submitted,

Edward L. Bergman
Assistant Director