

Trustee Meeting Minutes  
July 10, 2017

The July meeting of the Leominster Public Library Board of Trustees was held on Monday, July 10, 2017.

In attendance were: Chairperson Mark Bodanza; Vice Chairperson Susan Chalifoux Zephir; Lawrence Nfor; Carol Millette; and Carrie Noseworthy. Absent: Eladia Romero. 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 5:09 p.m.

#### APPROVAL OF MINUTES

The minutes of the June 12, 2017 meeting were corrected and approved. (SCZ/CM)

#### REVIEW OF DIRECTOR'S REPORT

There was no Director's Report this month.

#### OLD BUSINESS

- Mrs. Shelton updated the Board on technology projects:
  - There is a purchase order with CGL Electronic Security, Inc. for the PoE (Power over Ethernet) hybrid switch and three digital cameras for the security camera system.
  - There will be a new office copier that will be networked for staff printing.
  - There will be two new public copier/printers that will be networked with the Envisionware time and print management software. The public printing project will also allow library patrons to print wirelessly throughout the building.
  - The City has extended Guardian Information Technologies, Inc.'s contract for two months in order to have basic services continue until a new IT vendor is selected.
  - Money from the FY18 budget originally allocated to fund Guardian's managed services for the library's WiFi network and firewall will be used to purchase the equipment outright. The City will provide additional funds if needed to purchase the equipment.
- Mrs. Shelton distributed a summary of the FY17 budget closeout. There was a balance of \$0.00 in the FY17 operating budget, and a balance of \$5.25 was returned to the City in the personnel budget.
- Mrs. Shelton reported that the City Council approved the Mayor's FY18 budget for the library. Mrs. Shelton said she felt that this would mean that the library would be reasonably well funded for FY18.

- Mrs. Chalifoux Zephir reported on the progress of the search for a new Library Director:
  - Members of the Search Committee visited the West Springfield Public Library on July 5<sup>th</sup> to tour the new facility and speak with the Library Director about candidate Nancy Siegel.
  - Mrs. Chalifoux Zephir spoke with Human Resources Director Wendy Hurley about checking Ms. Siegel's other references. **A motion was made and unanimously approved to ask Human Resources Director Wendy Hurley to make reference checks for Nancy Siegel. (MB/CM)**
  - The Board discussed recommending Ms. Siegel to the Mayor for appointment as the new Library Director, subject to her reference checks. **A motion was made and unanimously approved to recommend Nancy Siegel to the Mayor for appointment as the new Library Director, subject to Wendy Hurley's reference checks. (LN/CM)**
  - Mrs. Chalifoux Zephir and Mr. Bergman will schedule a staff meet and greet with Ms. Siegel.
- Mrs. Shelton suggested that the vote on the library's Strategic Plan be postponed until the August meeting. There was a question about the timeline for completing the Action Plan. Mrs. Shelton explained that the entire Action Plan does not have to be completed in the first year. Each year, the Library Director and the Board will identify activities from the Strategic Plan, and determine the resources needed to undertake the activities. Mrs. Shelton reminded the Board that the Strategic Plan must be approved and submitted to the Board of Library Commissioners by October, and the Action Plan for FY19 must be submitted by December. Mrs. Millette complimented everyone who was involved in developing the Strategic Plan on a job well done.

#### NEW BUSINESS

- Mrs. Shelton announced that Mr. Bergman is scheduled to have eye surgery on August 14, the date of the next board meeting. It was decided to change the date of the next meeting to Monday, August 7<sup>th</sup>.

#### ANNOUNCEMENTS

- Mrs. Shelton announced that she plans to return to the library part-time in August to prepare the ARIS and Financial Reports that are required to be submitted to the Board of Library Commissioners. She will also assist with the transition to the new library director.
- Mrs. Shelton noted that this would be the last Trustees meeting that she would be attending as Library Director. She thanked the Board for their trust and support throughout the years.

The meeting adjourned at 5:50 p.m. (CM/SCZ)

Respectfully submitted,

Edward L. Bergman  
Assistant Director

**Approved August 7, 2017**