

Trustee Meeting Minutes  
March 13, 2017

The March meeting of the Leominster Public Library Board of Trustees was held on Monday, March 13, 2017.

In attendance were: 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 City of Leominster Human Resources Director Wendy Hurley.

The meeting was called to order at 5:03 p.m.

#### APPROVAL OF MINUTES

The minutes of the February 27, 2017 meeting were corrected and approved. (SCZ/CM)

Mrs. Shelton noted that over the past few months, there have been unusual delays in the delivery of the trustees' information packets via the U.S. Postal Service. Many board members have not been receiving their packets in time to review prior to the meeting. Mrs. Shelton announced that she will begin to have the packets delivered instead of mailing them. Several trustees indicated they would be willing to pick up their packets at the library when they are ready.

#### REVIEW OF DIRECTOR'S REPORT

The Trustees asked that the meeting minutes include a comment that the staff are doing an amazing job with programming; and they extended congratulations to May Lee Tom for securing the World War I Grant.

#### OLD BUSINESS

- Mrs. Shelton reported on the progress of the Strategic Planning Process. Mrs. Shelton received a summary report of the results of the Community Survey; and will follow up by emailing the report to the Board. The Strategic Planning Steering Committee will be meeting with consultant Deb Hoadley on March 27 to begin working on mission and vision statements, as well as goals. Mrs. Shelton and Mr. Bergman will attend this meeting. Mrs. Shelton thanked Tim Silva for being the point person between the Steering Committee and the library staff.
- Mrs. Shelton reported on the trustee vacancy. She heard from one candidate, who withdrew his candidacy due to work commitments that frequently take him out of town.
- Mrs. Shelton thanked Ms. Hurley for attending the meeting to discuss the Library Director hiring process. Mrs. Shelton presented a draft job advertisement, a list of places to advertise the position, and a timeline.

- The Trustees discussed the application deadline, and decided on the following wording: “While the review process for applications begins April 28, 2017, the position will remain open until filled.”
- Ms. Hurley suggested posting the position on the Massachusetts Municipal Association website. Ms. Hurley will also revise the job advertisement to fulfill the requirement for the job to be posted in a local newspaper.
- Mrs. Shelton suggested that the job be posted on a number of online library job websites in the New England area. If the postings on these websites do not result in identifying a qualified candidate, then the search will be expanded nationwide with postings on the American Library Association and Public Library Association websites.
- There was a discussion on the question if the hiring process needs to be conducted at public meetings. It was decided the initial screening and interviews would not be public; but the finalist interviews would be public.
- **A motion was made and unanimously approved to accept the job advertisement as amended. (SCZ/LN)**
- **A motion was made and unanimously approved to accept the list of places to advertise as amended (CM/LN)**
- **A motion was made and unanimously approved to accept the hiring timeline as amended. (NH/SCZ)**

#### NEW BUSINESS

- The Trustees elected the following officers:
  - **A motion was made to nominate, and was unanimously approved to elect Mark Bodanza as Chairperson. (CM/LN)**
  - **A motion was made to nominate, and was unanimously approved to elect Susan Chalifoux-Zephir as Vice Chairperson. (MB/CM)**
  - **A motion was made to nominate, and was unanimously approved to elect Lawrence Nfor as Secretary. (SCZ/MB)**
- The art print donation was tabled until the next meeting.

## ANNOUNCEMENTS

- Mrs. Shelton announced that the April agenda will include a review of the library budget for FY18. Mrs. Shelton has not received on any specific guidelines about budget preparation. Mrs. Shelton noted there is some uncertainty due to state revenue being lower than expected, as well as possible cuts at the federal level.

The meeting adjourned at 5:51 p.m. (SCZ/LN)

Respectfully submitted,

Edward L. Bergman  
Assistant Director