

Trustee Meeting Minutes
August 7, 2017

The August meeting of the Leominster Public Library Board of Trustees was held on Monday, August 7, 2017.

In attendance were: Chairperson Mark Bodanza; Vice Chairperson Susan Chalifoux Zephir; Carol Millette; Lawrence Nfor; Carrie Noseworthy; and Eladia Romero. Also in attendance were Interim Director Edward Bergman; and Head of Adult Services Tim Silva.

The meeting was called to order at 5:06 p.m.

APPROVAL OF MINUTES

The minutes of the July 10, 2017 meeting were approved. (SCZ/LN)

The minutes of the July 19, 2017 meeting were approved. (CM/LN)

REVIEW OF DIRECTOR'S REPORT

There were no questions about the July and August Director's Reports. Mrs. Millette asked that the minutes reflect that the Trustees are pleased with the all of the programming that the Children's Room staff does during the summer months.

OLD BUSINESS

- Mr. Bergman asked if there were any additional questions about the Strategic Plan. There were no additional comments or questions. **A motion was made and voted on unanimously to approve the Leominster Public Library Strategic Plan FY19-FY23 . SCZ/CM** Mr. Bergman distributed a sheet for the Trustees' signatures that will be submitted with the Strategic Plan. Mr. Bergman reminded the Board that the FY19 Action Plan must be submitted to the Board of Library Commissioners by the December 1st. deadline. Mr. Bergman and Mrs. Shelton will review the Strategic Plan and select some activities that would be appropriate for an incoming library director. A draft of the FY19 Action Plan will be presented at the September board meeting for initial review.
- Mr. Bergman reminded the Board of the opinion from the city's legal counsel Kopelman & Paige that the Board of Trustees is the appointing authority for the Library Director. The Board also has the authority to negotiate salary for the new Library Director, as well as the Interim Director.
- Mrs. Chalifoux Zephir and Mr. Bergman updated the Board on the Library Director search. They will meet with former Library Director Susan Shelton in the coming weeks to discuss how to proceed with the new job search. The ideas presented include:
 - Rewriting the job ad to market and promote library better.
 - Including the salary range of the position and the candidate's ability to negotiate.
 - Asking Mayor to do a short video promoting library.

- Speaking with area library directors to ask if they can suggest any candidates that can be invited to apply.
- Investigating the use of Linked-In.
- Advertising in the Worcester Telegram. (Assessor Bill Mitchell told Mrs. Shelton that he advertised a job opening in the Telegram and the job posting got picked up by monster.com.)
- Advertising in national library publications.

Members of the Board suggested that the city's Human Resources Director be asked to assist with the wording of the new job description as it relates to the salary range and negotiation. It was also suggested that the Library Director Search Committee investigate using a head hunter firm.

NEW BUSINESS

- The Board discussed Mr. Bergman's compensation as Interim Director. **A motion was made and unanimously approved to compensate Mr. Bergman at S-10, Step 3, retroactive to July 31, 2017, his starting date in the position of Interim Director, (LN/CM)**
- Mr. Bergman asked Board Chairperson Mark Bodanza to sign the *Acting Director Verification Form* for submission to the Board of Library Commissioners.

ANNOUNCEMENTS

- Mr. Bergman reminded the Board that they need to plan something to recognize recently retired Trustee Nancy Hicks.

The meeting adjourned at 5:41 p.m. (ER/SCZ)

Respectfully submitted,

Edward L. Bergman
Interim Director

Approved September 11, 2017