

Trustee Meeting Minutes

January 8, 2018

The January meeting of the Leominster Public Library Board of Trustees was held on Monday, January 8, 2018.

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

The meeting was called to order at 5:09 PM.

APPROVAL OF MINUTES

The minutes of the December 11, 2017 meeting were approved (SC/LN), and minutes of the hiring committee were also corrected and approved to include the list of attendees. (LN/SC)

REVIEW OF DIRECTOR'S REPORT

It was noted with great amazement, the volume of programming that the library staff get involved in and the community engagement as well.

OLD BUSINESS

An update from the job search for the Library Director, was presented by the Search Committee chairperson. After the references were verified, the offer was made and was accepted by Ms. Murphy. The start date for the new Library Director was set for Monday, February 5, 2018. The other two of three candidates were notified.

Following an email that was sent to the board and a discussion with the former director Susan Shelton, and Board Chair, Mark Bodanza, the Interim Director, Edward Bergman, reminded the board in person that this was his last day at the library. He makes himself available to assist if need be to ensure a smooth transition when the new director comes in.

Search for a Building Maintenance/Craftsman Position is ongoing with about 12 applications being reviewed, with some promising candidates. The interviews will follow in two weeks with Alby Donaldson, willing to come in on a part-time basis, to assist new person in familiarizing themselves with the library grounds. The interviews will go through the human resources department of the city. In the meantime, Turf Tender Lawn Care started taking care of the lawn with the last snow storm of the first week of January 2018. It was recommended that the interview team include the new Library Director and current staff member.

As for the trustee vacancy, a candidate will be on the City Council agenda as appointed by the Mayor. While traditionally, the Board has been more engaged in the process of selecting a

new member for appointment by the mayor, it was seen as a deviation that the Mayor sent in a candidate directly to the City Council. The Board of Trustees agreed that the Board Chair will send a letter to the Mayor to inquire about the deviation in the process of selecting a new Board Member.

On Technology updates, the badging system is finally set up, ready and just in time for the new Library Director. Public printing project is still on-going and the negotiation with the new vendor is in progress.

NEW BUSINESS

A request was made by the Interim Director to move \$5,000 from the Marcia W. O'Donnell Art Activities Trust Fund to support art programs at the library. **It was moved, seconded and carried that the sum of \$5,000 be transferred from the fund for the 2018 art programming (SC/LN).**

ANNOUNCEMENT

Ethics training - A reminder was sent to the Board to submit ethics training certificates.

The board is still working on a recognition event for Carol Millette and Nancy Hicks who served on the board for so many fruitful years combined.

The board extended great appreciation for the services rendered by Edward Bergman and noted that we enjoyed working with him and benefited greatly from his services to the City as a whole, the Board and the Library in particular.

The meeting was adjourned at 5:45 PM. (LN/SC)

Humbly Submitted,

Lawrence NFOR,

Board Secretary.