

Trustee Meeting Minutes  
April 13, 2015

The April meeting of the Leominster Public Library Board of Trustees was called to order at 5:07 p.m. on Monday, April 13, 2015.

In attendance were: Chairman Gilbert Tremblay; Mark Bodanza; Susan Chalifoux Zephir; Carol Millette; Nancy Hicks. Director Susan Theriault Shelton; Assistant Director Edward Bergman; and Head of Adult Services Tim Silva.

Chairman Tremblay welcomed James Cardinal.

The minutes of the March 9, 2015 meeting were approved as submitted. (SZ/MB)

There were some comments from the Library Director's Report:

- Mrs. Hicks commented that the library's FY14 Annual Report "looked great."
- Mrs. Shelton explained to the board that Mrs. Hicks pointed out an error in the letter that was sent to the potential candidates to fill the vacant Trustee position. The position that is open is not to fill an unexpired term, so it is not a 2-year appointment. It is actually a 3-year appointment, because Robert Salvatore's reappointment was for only one year.
- Chairman Tremblay commented about the donations that Head of Children's Services Sarah Chapdelaine obtained from two local supermarkets for the Summer Reading Ice Cream Social Finale. He asked if the other supermarkets had been approached. Mrs. Shelton assured him that they have been contacted, but we have not heard from them yet.
- Mrs. Millette remarked on the high number of patron visits, 20,506, during a month when the weather wasn't great.

OLD BUSINESS:

Mrs. Shelton reported on the fine arts insurance policy. The recent appraisal by Skinner valued the fine arts collection at \$45,400.00, which increased the annual cost of the policy by \$55.00, making the total cost of this year's policy \$526.00. **A motion was made and unanimously approved to expend an additional \$55.00 for the fine arts insurance policy. (MB/SCZ).**

Mrs. Shelton thanked Mr. Cardinal for his letter expressing his interest in the trustee vacancy. Mr. Tremblay asked Mr. Cardinal if he wanted to comment further. Mr. Cardinal said he was honored to receive the letter from the Board, and he would be proud to support library and help out in any way he could. Mrs. Shelton reminded the Board that 5 out of the 7 potential candidates responded. The Trustees felt the letters from all of the candidates were interesting and worthy of consideration. It was decided that Mrs. Shelton would bring the letters to the Mayor, and let him select the candidate he prefers.

Mrs. Shelton distributed the FY2016 budget proposal. She began by reviewing the Municipal Appropriation Requirement (MAR) for State Aid eligibility. In FY2016, the City is required to appropriate a minimum of \$1,317,662 in order to meet the MAR. This year, Mrs. Shelton is proposing a budget of \$1,373,739, which is a 2.2% increase over FY2015. In the personnel budget, she is requesting an upgrade to the Bookkeeper/Administrative Assistant position from S3 to S4, and the new Electronic Services Librarian position. This is in addition to the longevity and step increases required by City Ordinance. She reported that the Mayor told her he cannot commit to a new full-time Electronic Services Librarian position, although he would support a part-time position. Mrs. Shelton reiterated that this is not simply a position to share with City Hall that will deal only with hardware, but it involves many expanded responsibilities. She reviewed the updates that she, Mr. Bergman, and Mr. Silva made to the Electronic Services Librarian job description. The Trustees suggested that Mrs. Shelton develop an elevator speech to assist them in explaining the needs that will be met by the new position. Mrs. Shelton is proposing a slight increase in the materials portion of the operating budget. Mrs. Shelton reminded the Board that at minimum, the City will have to appropriate approximately \$15,000 over FY2015 in order to meet the MAR. **A motion was made and unanimously approved to accept the proposed FY2016 budget. (MB/CM)**

Mrs. Shelton reported that she and Mr. Bergman reviewed the timeline for the Strategic Plan and determined that due to the recent staff turnover, they would not be able to meet the Massachusetts Board of Library Commissioner's deadline of October. They will develop a timeline to work on the Strategic Plan in the upcoming year.

#### NEW BUSINESS:

Mrs. Shelton reported that following the internal posting of the Technical Services and Circulation Assistant position, 3 current part-time employees, and 1 former full-time employee applied. Mrs. Shelton, Mr. Bergman, Head of Technical Services May Lee Tom, and Human Resources Director John Harmon will conduct interviews next week.

Mrs. Shelton requested that trust funds be used to pay for the tents for the annual Feldman Children's Celebration that will take place on Sunday, May 3, 2015. **A motion was made and unanimously approved to expend \$975.00 from trust funds for the cost of the tents for the Feldman Children's Celebration (CM/SCZ)**

Mr. Bergman told the Board that he recently contacted Leominster Police Officer Vasquez to issue a no trespass order against a patron who had been found unconscious in the library due to suspected drug use. Staff will be kept updated about people with no trespass orders by a notebook at each service desk, which contains a photo of the person and details of the no trespass. Mrs. Shelton added that we have purchased a sharps box, and will be developing a procedure for staff in the event needles are found on the library premises.

ANNOUNCEMENTS:

Mrs. Shelton announced that Mr. Bodanza's reappointment to the Board is on the City Council agenda for a first reading tonight.

Mrs. Shelton announced she will be away for the first two weeks of September. She asked what the Board members what they would like to do regarding the September Trustees' meeting. The Board decided to hold the meeting as scheduled with Mr. Bergman.

The next meeting will be held on May 11, 2015 at 5:00 p.m. in the library's historic conference room.

The meeting adjourned at 6:02 p.m.

Respectfully submitted,

Edward L. Bergman  
Recording Secretary