

Trustee Meeting Minutes
October 11, 2016

The October meeting of the Leominster Public Library Board of Trustees was held on Tuesday, October 11, 2016.

In attendance were: Mark Bodanza; Nancy Hicks; Carol Millette; Lawrence Nfor; and Susan Chalifoux Zephir. Also in attendance were Director Susan Theriault Shelton; and Assistant Director Edward Bergman. Absent: Chairperson Gilbert Tremblay

The meeting was called to order at 5:02 p.m.

APPROVAL OF MINUTES

The minutes of the September 12, 2016 meeting were corrected and approved. (SCZ/MB)

REVIEW OF DIRECTOR'S REPORT

- The Trustees commented, "Please put in the minutes how much we appreciate all of the Children's Room programming. It is amazing; it just goes and goes and goes." They asked that Sarah Chapdelaine be congratulated for her efforts in securing additional funding for programs.

OLD BUSINESS

- Mrs. Shelton reported that the theft of a cell phone occurred in the library on the afternoon of the Johnny Appleseed Festival. Head of Adult Services Tim Silva called the police and attempted to have those committing the crime to stop. However, the perpetrators left the library, and were gone from the premises by the time the police arrived. Mr. Silva reviewed security footage, and brought a DVD of the footage to the police station. The police were familiar with at least one of the men, and thought he might be homeless. The phone has not been recovered.
- Mrs. Shelton received a proposal for 3 new vandal-resistant digital 360 degree fish-eye cameras and a POE (power-over-Ethernet) switch for the library's security camera system. The digital cameras will capture much better views of people entering, moving about, and exiting the library. She will wait for the new Shoretel phone system and wireless project to be completed to determine if a dedicated POE switch is needed for the security camera system.
- The new Shoretel phone server is being built, and once installed it will run in parallel with the old Shoretel server to test the new system. An updated voicemail phone tree will be recorded when the new phone system is in place. Mrs. Shelton explained that the library's phone system is separate from the other city phone systems because she wants the library to have better control over the configuration and operation of the system.

- Mrs. Shelton is investigating a self-service option for public printing with Northeast Office Systems. However, the only option for credit or debit card use is for the patron to purchase a value card similar to the MBTA's Charlie Card. This is not ideal for our patrons' needs, so further investigation will be necessary. Mrs. Shelton outlined several funding options for the self-service printing system. One option would be for the library to purchase the equipment with a service contract, and keep the revenue. Another other option would be to have Northeast Office Systems supply the equipment, and they would keep the revenue. These options will have to be reviewed and discussed with the city's Purchasing Agent.

NEW BUSINESS

- Mrs. Shelton announced that Digital Federal Credit Union donated \$5,000.00 to the library for programming to benefit the community. This was in addition to generous donations for the past three years. She plans to use the donation to fund additional family-oriented multi-cultural programs.
- Mrs. Shelton and Mr. Bergman will attend an upcoming informational meeting about a new public records law. She noted that several board members will be attending in their roles as elected officials, and can report any relevant information to the Board.
- Mrs. Shelton distributed an updated Library Trust Fund Report. She explained that she has not yet received the report for 1st quarter of the fiscal year from the City Treasurer. The only change, other than funds that have been voted to be transferred, and fees, has been a deposit to the Millette Memorial Fund.

ANNOUNCEMENTS

- Mrs. Shelton announced that the Susan Werner concert funded by the Millette Memorial Trust will take place on Saturday evening.

The meeting adjourned at 6:09 p.m. (SCZ/MB)

Respectfully submitted,

Edward L. Bergman
Assistant Director