

Trustee Meeting Minutes
December 12, 2016

The December meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, December 12, 2016.

In attendance were Mark Bodanza; Nancy Hicks; Carol Millette; and Susan Chalifoux Zephir. Also in attendance were Director Susan Shelton and Head of Adult Services Tim Silva.

Absent: Chairperson Gilbert Tremblay and Lawrence Nfor.

The minutes of the October meeting were approved as submitted. (SCZ/MB) Due to a lack of quorum there was no meeting held in November.

DIRECTOR'S REPORTS:

- Trustees commented on the generosity of the Digital Federal Credit Union for their recent \$5,000 donation for programs that make a difference. This is the fourth year we have received a donation from DCU. Mrs. Shelton explained that when contributions are made to the library for programming, explanations are given to the donors.
- Trustees noted one of the newest sites offered through the library's website called Driving-Tests.org. This site, at no cost to the library, offers online Driver's Education study materials and practice tests. Another of the many services the library provides to the community.
- Trustees commented on the success of the Susan Werner program sponsored by the Millette Memorial Trust. The concert was held on the second floor with approximately 225 people attending. Although rearranging the furniture to accommodate the program required a lot of work by the staff, several additional programs utilized the open space during the following weeks. The Dinosaur Program, the Akwaaba Ensemble drumming program, and the Remembering "The War to End All Wars" Small Planet Dancers all were held in the open space on the second floor.

OLD BUSINESS:

Technology Projects:

- Mrs. Shelton reported that the new ShoreTel phone system has been deployed and the old server removed from the network. So far the transition has gone smoothly. They are currently working through the last of the punch list items and to date the system seems quite stable. There has been some minor confusion due to changing some of the service desk extension numbers.
- Mrs. Shelton stated that the 5 Aruba wireless hubs have been deployed in the building, greatly improving wireless access to the public. All areas of the building show strong wireless signals during testing. The locations are: 2nd floor

adult department, Cormier Center, Children's Room, 1st floor Community Room, and the small office across from the Reception desk on the first floor of the historic building. All hubs are currently located above the ceiling tiles, but soon will be mounted below the ceiling tiles to make trouble-shooting easier. An Enterprise network has been created, but is yet to be tested, to enable staff using a laptop anywhere in the building to get to the staff drives on the work-flow server. This will be for staff only.

- In an effort to research how other libraries handle their public printing and what vendors may work best for our needs, Mrs. Shelton, Mr. Bergman, and Mr. Silva recently met with the Assistant Director of the Chelmsford Public Library. The Chelmsford's solution is not exactly what the library is hoping to implement, and they are doing business with a partner of Northeast Office Systems and not this company directly. The library will continue to contact libraries that work directly with Northeast Office Systems, and perhaps another vendor to discuss options for public printing. Mr. Silva reported that when he visited the new Shrewsbury Public Library he inquired about their vendor for public printing, Connecticut Business Systems, but Shrewsbury has not had a good experience with this company. Mr. Silva also noted that the Shrewsbury library has an ATM, as well as a vending machine, in their cafe area.
- Mrs. Shelton reported that she met with Carl Piermarini, Leominster TV's Executive Director, and several representatives from Shanahan Sound, a company from Lowell, to discuss options for audio-visual, assistive devices for the hearing impaired, and direct connections for improved video and sound for Leominster TV filming in the first floor Community Room. Shanahan Sound should be providing a proposal in the next several weeks based on this meeting. Depending upon the cost, Leominster Access Television will pay all or a portion of the cost for this project. Mr. Piermarini is hiring a new audio-visual person who will help review the proposal when it is received, and recommend how the library should proceed.

New Public Records Law

- On November 10th, Mrs. Shelton and Mr. Bergman attended the New Public Records Law workshop presented by several attorneys from Kopelman and Paige. Significant changes involve timeframes in which departments are required by the new law, effective January 1, 2017, to respond to a request. The first two hours preparing information must be completed for free, and for anything beyond the initial two hours there are guidelines for charging for the information. The City Clerk is the official Public Records Officer. However, each department must name a person or persons who will be responsible to work with the City Clerk to ensure the requested information is provided. Mrs. Shelton will be the Public Records Officer for the library, with Mr. Bergman assuming the role in her absence.

Strategic Planning

- Mrs. Shelton announced due to current staffing levels the Strategic Planning project has stalled, and she recommended hiring a consultant, Deborah Hoadley, to assist with the next phase of this process. Ms. Hoadley would review reports from the various meetings and information gatherings previously held. Ms. Hoadley would then develop a draft survey, and after reviewing it with staff this survey would be distributed to the public. Ms. Hoadley would also analyze and write-up survey results. Ms. Shelton announced the Steering Committee will also meet with Ms. Hoadley in February to develop a draft mission, vision, and goals statements. The Steering Committee will review these drafts and make edits, then Ms. Hoadley will write the final Strategic Planning document with all required components for the Massachusetts Board of Library Commissioners. **A motion was made and unanimously approved to appropriate up to \$3,000 to hire Deborah Hoadley as a consultant as part of the Strategic Planning process. (SZ/MB)**

NEW BUSINESS:

Library Trust Fund - Request

- Mrs. Shelton requested a transfer from the Millette Memorial Trust Funds to cover the cost of two programs in 2017 selected by the Millette family, one environmental for \$2,000, one musical for \$3,000, plus expenses from previous programs. **A motion was made and unanimously approved to transfer \$7,000 from the Millette Memorial Trust Funds to cover programming expenses. (MB/CM)**

Library-School Cooperation

- Tim Silva reported, for at least the second school year running, the High School began the year without a Library Media Specialist/School Librarian. In order to try to assist teachers and students, staff at Leominster High School (LHS) and the Library have been working together since the summer to try to improve the connection between the school and the Library.
- On July 18, 2016, Head of Adult Services Tim Silva and Young Adult Services Coordinator Diane Sanabria met with LHS Principal Christopher Lord and Sandy Cucchiara, the Chair of the English Department at the LHS Center for Technical Education Innovation (CTEI), about strengthening the relationship between LHS and the Library. The discussion centered on making sure that students and teachers know that they can get to databases if they have a Leominster library card. Card replacement fees will be waived for all LHS students, and LHS will continue to provide proof of address for students who need a card. Also, there's a desire to do a better job with summer reading, including changing the list of books available for students to read. Sandy and Diane agreed to work together to start a teacher and librarian discussion group to work on summer reading changes. This meeting led to Diane and Tim being invited to present an in-service training at LHS to demonstrate e-resources to teachers.

- On August 29, 2016, Tim and Diane attended in-service training at LHS. They highlighted an assortment of Library resources, especially remotely-accessible resources, to about 140 teachers/staff at LHS.
- Through the fall, there has been sporadic formal and informal contact between Library staff and teachers from LHS, as well as other Leominster schools. In September, Diane and Tim were contacted by Pamela Gordon, a Social Studies teacher and Advisor from Leominster Center for Excellence about their impending move from Doyle Center to City Place on Adams Street in/around December 2016. About 40 students are in the program at present, which may increase to around 60 for 2017-18 school year. The new school space will not have a dedicated library. Tim offered to set-up tours for teachers and students when they're ready.
- In October, Diane and Children's Librarian Renee Wheeler hosted a group of teachers and school librarians from Leominster High and the two middle schools for a discussion centered around improving summer reading. The middle school librarians are in a better position to work with the teachers in the elementary and middle schools, if needed, to figure out what books are appropriate for the students to read and how to integrate summer reading into the curriculum. Renee mostly offered to be an additional resource for book suggestions for the school librarians to consider.
- Diane provided a list of book suggestions for the four LHS teachers at the meeting, but stressed that – in the absence of a school librarian at LHS- it is up to them to review the books and decide what's appropriate to be read for school assignments.
- Sandy Cucchiara wants to set-up another meeting, early in 2017, where Diane and LHS teachers can meet again to review the suggested reading lists.
- We know that some LHS teachers have been making trips to the library with students to show them the library's resources. We haven't done any formal tours or database introductions for them at this time.

After School Discipline Issues:

- Mrs. Shelton reported that there has been a number of after-school discipline issues with students from both the high school and middle schools. These students are over rambunctious, and disrespectful to staff when spoken to about jumping, running, pushing, eating, and shouting. They are inconsiderate of other users in the library, and disrespectful of the library's building.
- These students have been spoken to time and time again by various staff members. They were told they were welcome here, but there are rules, and they were warned that if they continue with these kinds of behaviors they will be banned from the library for thirty days or perhaps more.
- On Thursday, October 26th, five teenagers got into the elevator and began jumping. This action jolted the elevator carriage significantly, which tripped the governor override switch. It took seven firefighters more than a half hour to extricate the teens from the elevator, and they exited laughing about what they had done. Their actions resulted in an elevator service call, half of which was after hours, in the amount of \$1,134.
- Ms. Sanabria met with Mr. Ordway, Dean of Students at Leominster High School, about a week after the incident. Mr. Ordway helped identify the three male students,

and called them into his office. Ms. Sanabria notified these students that they are banned from the library until after the New Year.

- The week of Thanksgiving Mr. Bergman and Mrs. Shelton banned, until after the New Year, one of the girls involved in the elevator incident as well as another boy who has been an ongoing problem.
- There are still a group of students that can be pretty unruly. The staff continues to work through the problems, and may meet with the Principals of Skyview and Samoset after the holidays if these problems continue to persist.

ANNOUNCEMENTS:

- Mrs. Shelton announced that Mr. Bergman will be out a minimum of five weeks on Family Medical Leave. He should be back to work in early January. We should have a better sense of his anticipated return date in the next few weeks.
- Mrs. Shelton asked the Trustees to review their calendars, and to notify her as soon as possible if they have a conflict for the upcoming meetings. With Mr. Tremblay in rehab, and Mrs. Millette away for the January and February meetings, it may be necessary to reschedule meetings due to a lack of a quorum. Mr. Nfor's return date from Cameroon is not known at this time. If Mr. Tremblay is not back for the January and February meetings when Vice Chairman Millette is away, it was determined that Mr. Bodanza would chair the meetings.
- Mrs. Shelton will be on vacation from Thursday, January 19th through Monday, February 13th. Mr. Bergman will be in charge in her absence, and will take the lead at the February meeting if it takes place as scheduled.
- Get-well cards to Mr. Tremblay and to Mr. Bergman were circulated for everyone to sign.

The next meeting will be held on Monday, January 9th, at 5:00 p.m. in the library's historic meeting room.

The meeting adjourned at 5:55 p.m.(SZ/MB)

Respectfully submitted,

Nancy Hicks

Secretary, Board of Trustees