

Trustee Meeting Minutes
September 12, 2016

The September meeting of the Leominster Public Library Board of Trustees was held on Monday, September 12, 2016.

In attendance were: Chairperson Gilbert Tremblay; Mark Bodanza; Carol Millette; Lawrence Nfor; and Susan Chalifoux Zephir. Also in attendance were Director Susan Theriault Shelton; Assistant Director Edward Bergman; and Head of Adult Services Tim Silva.

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

APPROVAL OF MINUTES

The minutes of the July 11, 2016 meeting were corrected and approved. (SCZ/CM)

REVIEW OF DIRECTOR'S REPORT

- The Trustees commented that the exterior paint job turned out very well.
- The Trustees questioned how the library publicizes programs. Mrs. Shelton explained that library programs are widely publicized in a standard way, which includes flyers in the library, the library website, Constant Contact emails, Facebook postings, local newspapers, and Leominster Access Television. Additional targeted publicity is used when appropriate.

OLD BUSINESS

- Mrs. Shelton gave an update on building issues. The power washing and painting of the building has been completed. The handrails for the handicap ramp will be painted in the spring. Four new computer chairs were purchased for the Cormier Center. Additional window shades and UV film were installed in various locations around the library. The next major building maintenance project will be the cleaning, polishing, filling, and sealing of the travertine marble flooring in the main corridor. Mrs. Shelton is planning to have this work done in the spring.
- Mrs. Shelton gave an update on technology issues. StorageCraft back-up software is now installed on all four of the library servers. The servers will now be backed-up at City Hall every evening. The UPS for the new network video recorder for the security camera system was installed. Work is progressing on the Shoretel telephone upgrade project. Mrs. Shelton found the locations of the wireless connection points on the building's technology plans. The connection points have been confirmed, and they are all terminated with junction boxes. Mrs. Shelton has been approached by Carl and Tina Piermarini, who asked her about a suitable project for a donation from Leominster Access Television. Mrs. Shelton is hoping the donation will fund an integrated audio-visual system for the Community Room. Additional funding could be taken from state aid if needed.

- Mrs. Shelton gave an update on the Strategic Planning Process. The notes from the focus group meetings and the informal conversations from the Spanish-American Center's end-of-summer block party have been typed up. The community survey will be finalized and distributed soon. There may also be some one-on-one interviews to supplement what we have found in the focus groups.
- Mrs. Shelton gave an update on emergency planning. A formal fire drill process to make certain all staff know where the emergency exits are located is still outstanding. The staff did an excellent job of evacuating the building during two recent false alarms. We have received seats for the staff to participate in the online A.L.I.C.E. active-shooter training program. Mr. Bergman added that once he and Mr. Silva have reviewed the online A.L.I.C.E. training, they will discuss what further training the staff will need.
- Mrs. Shelton gave an update on the FY17 budget. The City Council approved a 2.5% COLA retroactive to FY16; as well as for FY17 and FY18. \$63,642 was added to the library's personnel budget to cover the increases for this fiscal year.

NEW BUSINESS

- Mrs. Shelton distributed a handout outlining the library's Minimum Expenditure Requirement for library materials for FY17. She recommended a target materials expenditure of \$197,850.00. She proposed \$40,000.00 from the library's state aid account be transferred into the library's operating budget in order to meet the target materials expenditure. **A motion was made and unanimously approved to approve the transfer of \$40,000.00 from state aid to the library's operating budget. (MB/SCZ)** Mrs. Shelton reminded the Board that although not required by statute, a letter will be sent to the City Council requesting this state aid transfer.
- Mrs. Shelton told the Board that the library's Fine Arts Insurance Policy will be paid by library's municipal budget rather than trust funds this fiscal year.

ANNOUNCEMENTS

- Mrs. Shelton displayed photos, art works, and a poster that have been framed and will be hung in the library.

The meeting adjourned at 5:54 p.m. (SCZ/MB)

Respectfully submitted,

Edward L. Bergman
Assistant Director