

Trustee Meeting Minutes
January 9, 2017

The January meeting of the Leominster Public Library Board of Trustees was called to order at 5:08 p.m. on Monday, January 9, 2017.

In attendance were Mark Bodanza; Nancy Hicks; Lawrence Nfor; and Susan Chalifoux Zephir. Carol Millette, who was out-of-state, participated via telephone. Also in attendance was Director Susan Shelton.

The minutes of the December meeting were approved with corrections (SCZ/MB). The recent death of Gilbert Tremblay, Chairperson, was noted. His presence, advice, and council as well as his humor and wealth of knowledge will be missed.

DIRECTOR'S REPORTS: Trustees once again complimented the staff for the wide-variety and abundance of programs offered to the community.

OLD BUSINESS:

Technology Projects:

- Mrs. Shelton reported that on December 22, 2016 there was wide-spread power outage in the downtown area that caused a switch failure in the library. The library is currently running on two borrowed switches from Guardian Technologies. This is the third time in less than six months that the same blade in the switch has failed, bringing down a number of staff, service desks, and public computers in addition to many phones. It was determined that the chassis was probably defective, and caused the blade to fail multiple times. Mrs. Shelton reported that an engineer from Guardian has built a case with HP, who is replacing both the chassis and blade at no cost. Mrs. Shelton expressed thanks to Mr. Silva for working with the Guardian engineer to get us up and running on the borrowed switches. Mrs. Shelton will be meeting a Guardian engineer Tuesday, January 10th at 7:00 a.m. so he can get an early start replacing the chassis as the process will bring down a considerable number of computers and phones. She is hopeful that the process will be completed prior to the 9:00a.m. opening.
- Mrs. Shelton reported that just before Christmas a quote was received from Shanahan Sound for audio-video and wireless hearing enhancement for the library's meeting room. The quote was based on a discussion between Mrs. Shelton, Carl Piermarini, and representatives from Shanahan. The quote, of \$38,260.96 is based on prevailing wages. This amount seemed high to both Mr. Piermarini and the new audio-visual person at LTV, Alan Redstone. Mrs. Shelton will be meeting with Mr. Piermarini and Mr. Redstone on Tuesday, January 10th to discuss the quote. The original plan may need to be adjusted.

Strategic Planning

- Mrs. Shelton announced Tim Silva, Ann Finch, Sarah Chapdelaine, and Cassandra Hall have agreed to be members of the Steering Committee working with Consultant Deb Hoadley to complete the remainder of the Strategic Planning Process. This committee will be meeting on Wednesday, January 12th, (16th-snow date) to review a draft version of the survey that was developed from input received during Strategic Planning and focus group meetings. The Steering Committee will finalize the document with Ms. Hoadley. The survey document will launch on January 17th (or 24th if needed because of snow dates) via the library's web page, and paper hand-outs available to patrons. This survey is scheduled to end on February 17th (24th snow date).
- The Steering Committee will meet on February 28th (3/1-snow date) to evaluate the survey results and create a draft mission, as well as a vision statement, and goals and objectives. The final document will be reviewed by Ms. Shelton and Mr. Bergman by the end of March, and will be shared with the community as well as the Massachusetts Board of Library Commissioners.

NEW BUSINESS:

Trustee Vacancy

- Mrs. Shelton reported that she had met with Mayor Mazarella regarding the loss of Mr. Tremblay. Mrs. Shelton asked the Mayor if he had someone in mind for the position, but he indicated that unless the Board is looking for someone with a particular set of skills he would like the Trustees to submit a name/names to him to consider as a new Trustee. Mrs. Shelton read the names of previous potential Trustee candidates, and reviewed some of their responses. A decision was made to postpone any action until the February Trustee meeting.
- Since there is currently no Chairperson and Ms. Millette, current Vice Chairperson, is out-of-state, someone is needed to sign the weekly warrant and payroll. City Comptroller John Richard suggested that until a new Chairperson is elected, the Trustees designate someone to officially sign these documents. **A motion was made and unanimously approved to temporarily designate Mark Bodanza to sign the weekly warrants and payroll for the library until such time as a new slate of officers is in place. (SCZ/LN)**
- The annual organizational meeting of the Board of Trustees, usually held in February, will be postponed until the March 13th meeting.

ANNOUNCEMENTS:

- Mrs. Hicks reminded board members that her three-year appointment will end in April of this year. She has served as a Trustee for thirty years, and will not seek to be reappointed for another three-year term.
- Mrs. Shelton submitted a letter stating her intention to retire effective July 1st. The Trustees will address this at the February meeting.
- Mrs. Shelton distributed the Conflict of Interest For Municipal Employees statements for each member to review and sign the form at the end of the statement. Mrs. Shelton will email the form to Mrs. Millette and Carol will review and send back the signed form.

The next meeting will be held on Monday, February 13th, at 5:00 p.m. in the library's historic meeting room.

The meeting adjourned at 5:40p.m.(SZ/MB)

Respectfully submitted,

Nancy Hicks

Secretary, Board of Trustees