

Trustee Meeting Minutes  
October 10, 2017

The October meeting of the Leominster Public Library Board of Trustees was held on Tuesday, October 10, 2017.

In attendance were: Chairperson Mark Bodanza; Vice Chairperson Susan Chalifoux Zephir; Carol Millette; Lawrence Nfor; Carrie Noseworthy; and Eladia Romero. Also in attendance was Interim Director Edward Bergman.

The meeting was called to order at 5:04 p.m.

#### APPROVAL OF MINUTES

The minutes of the September 11, 2017 meeting were corrected and approved. (SCZ/LN)

#### REVIEW OF DIRECTOR'S REPORT

There were no comments on the Director's Report.

#### OLD BUSINESS

- Mr. Bergman asked if there were any comments on the *FY19 Action Plan*. The Board asked that the activity "Seek solutions to provide additional parking" be added to the *FY19 Action Plan*. They asked Mr. Bergman to write a letter to the Mayor informing him that the issue of adequate parking has been identified in the library's Strategic Plan, and asking the city to be on the lookout for available properties in the area for additional parking. The Trustees added that the city's grant writer should be looking for grants to fund the acquisition and development of such properties. The Board also asked that any community surveys planned in conjunction with the *FY19 Action Plan* should be very brief. **A motion was made and unanimously approved to accept the *FY19 Action Plan* as modified. (CM/LN)**
- Mrs. Chalifoux Zephir and Mr. Bergman updated the Board on the Library Director search. Wendy Hurley has forwarded to Mr. Bergman (7) seven applications for Library Director. An additional number of applications were received from the posting on Monster.com; however none of those applicants met the requirements for the position. Mr. Bergman will arrange a date and time for the Screening Committee for review the applications and select those to be forwarded to the Search Committee.
- Mr. Bergman reported that he completed and submitted the *FY18 Financial Report* and *State Aid Compliance* forms to the Massachusetts Board of Library Commissioners.
- Mr. Bergman told the Board that he and Mrs. Shelton are still reviewing the use of the Bibliotemps temporary employment service. Mr. Bodanza voiced some concerns with the Bibliotemps contract, including the indemnification of Bibliotemps from liability, as well as

restrictions placed on permanent hiring of any employee placed through the Bibliotemps service.

- Mr. Bergman reported that he is still in the process of delegating some of his responsibilities to Head of Adult Services Tim Silva.
- Mr. Bergman updated the Board on technology projects:
  - The city's email was migrated from physical servers at City Hall to the cloud, and during the migration process library staff was without email for five days.
  - The new digital camera installed on the 2<sup>nd</sup> floor at the Information Desk helped to identify a thief who stole a backpack from a student who was here on a field trip. The camera images enabled the police to apprehend the thief and return the backpack and its contents to the student. Mr. Bergman issued a no-trespass order to the thief for the period of one year.

#### NEW BUSINESS

- Mr. Bergman requested a transfer of \$45,000.00 from the library's State Aid Account that will be added to the materials budget in order to meet the library's materials expenditure requirement.  
**A motion was made and unanimously approved to transfer \$45,000.00 from the State Aid Account to the library's materials account. (SCZ/CM)**

#### ANNOUNCEMENTS

- Mr. Bergman distributed a letter addressed to the Board from Sally Cragin thanking him and Ann Finch for arranging the program *Give My Regards to Broadway* that Ms. Cragin presented on October 1<sup>st</sup> in memory of former library trustee Gil Tremblay.
- Mr. Bergman distributed order forms for the Friends of the Leominster Library Holiday Plant Sale.
- Mr. Bergman told the Board that has not heard back from Nancy Hicks about her availability for a holiday party.
- Mr. Bergman announced he is planning to retire in early 2018.
- Mrs. Millette announced that she is planning to resign from the Board at the end of 2017.

The meeting adjourned at 5:55 p.m. (SCZ/CN)

Respectfully submitted,

Edward L. Bergman  
Interim Director

**Approved November 13, 2017**