

Trustee Meeting Minutes
November 13, 2017

The November meeting of the Leominster Public Library Board of Trustees was held on Monday, November 13, 2017.

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

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

APPROVAL OF MINUTES

The minutes of the October 10, 2017 meeting were approved. (CN/CM)

The minutes of the May 15, 2017; May 25, 2017; May 31, 2017; and June 13, 2017 meetings of the Library Director Search Committee were approved. (CM/LN)

REVIEW OF DIRECTOR'S REPORT

Ms. Romero asked about the procedure used by the Library Director Search Committee to notify the internal candidate who was not selected to be interviewed. Mr. Bodanza explained that Mrs. Chalifoux Zephir spoke personally with the internal candidate.

OLD BUSINESS

- Mr. Bergman told the Board that he received an email from the Massachusetts Board of Library Commissioners informing him that the *FY19 Action Plan* was approved. With the *Strategic Plan* and *Action Plan* in place, the library is now eligible to apply for LSTA grants. However with the application deadline in early December, there would be no time to apply this year.
- Mr. Bergman updated the Board on the Library Director search. The next meeting of the Library Director Search Committee is scheduled for Wednesday, November 22nd at 9:00 a.m. At that meeting the Committee will decide which candidates to invite for second interviews.
- Mr. Bergman informed the Board that he received notification from the Massachusetts Board of Library Commissioners that library has been certified for the FY2018 State Aid Program. In the next few weeks the library will be getting the first half of its state aid award, which will be \$32,032.29. This money will be deposited into the library's State Aid Account.
- Mr. Bergman reported that he and Mrs. Shelton have decided not to utilize the Bibliotemps temporary employment service at this time. In addition to Mr. Bodanza's concerns with the Bibliotemps contract, they felt that they could not justify taking the time required to interview, hire and train a temporary employee. However, depending on the results of the Library Director search, they may need to consider using Bibliotemps in the future. Mr. Bergman noted that having Mrs. Shelton here two days a week has been helpful to provide

support during this transition period.

- Mr. Bergman updated the Board on technology projects:
 - Head of Adult Services Tim Silva is in the process of working with Connecticut Business Systems/Xerox to set up a demo public printing release/copy station.
 - The first 30 reels of the *Leominster Enterprise* on microfilm have been digitized by Advantage Preservation, and the reels have been returned to the library. The link to access the database will be available soon.

NEW BUSINESS

- Mrs. Millette told the Board that she has spoken to Mayor Mazzarella about her resignation from the Board, but still needs to submit her resignation in writing. Mr. Bodanza asked Board members to come to the next meeting with recommendations for a replacement for Mrs. Millette's place on the Board.
- Mr. Bergman told the Board that the library's Building Maintenance/Craftsman Alby Donaldson has not officially given retirement notice, but has been talking about leaving in early February. The job posting is being prepared, and the job will be advertised as soon as Mr. Donaldson submits his formal notice of intent to retire. Mr. Bergman said his main concern is snow removal if a replacement isn't hired before Mr. Donaldson leaves. Mr. Bergman added that Mr. Donaldson often comes in on weekends to do set up for programs. Since there have been more and more weekend programs scheduled, perhaps in future budget years the library should consider hiring a part-time custodian for weekends.
- Mr. Bergman told the Board that he has not had time to write the letter to the Mayor about seeking additional parking. He asked if it would be better if the letter came from the Board rather than from the Library Director.

ANNOUNCEMENTS

- The Friends of the Leominster Library received a \$5,000.00 grant from the Mary and Simon Tonkin Family Fund in memory of Eliane and Maurice Tonkin.
- Nancy Hicks never replied with any dates she would be available for a party. Mr. Bergman and Mrs. Shelton have been discussing this and feel at this point it would be better to investigate purchasing a gift for Mrs. Hicks.

The meeting adjourned at 5:48 p.m. (LN/ER)

Respectfully submitted,

Edward L. Bergman
Interim Director

Approved December 11, 2017