

Trustee Meeting Minutes  
December 11, 2017

The December meeting of the Leominster Public Library Board of Trustees was held on Monday, December 11, 2017.

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

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

#### APPROVAL OF MINUTES

The minutes of the November 13, 2017 meeting were corrected and approved. (SCZ/CM)

#### REVIEW OF DIRECTOR'S REPORT

Ms. Noseworthy noted an increase in attendance for the Awesome Boys Book Club. She also said it was cool that the club had received a note from author Brian Selznick.

#### OLD BUSINESS

- Mr. Bergman reminded the Board that the Library Director Search Committee meeting for the second interviews is scheduled for Wednesday, December 20<sup>th</sup> at 8:45 a.m. He is working on the list of questions, and will email the questions to the committee members for comments. Mr. Bergman notified Mayor Mazzarella about the meeting, however the interviews will conflict with the Mayor's Department Heads Holiday Breakfast, so the Mayor may not be able to attend. There was a question about the length of the presentation that the candidates have been asked to present. Mr. Bergman will contact the candidates and ask them to limit their presentations to no more than 10 minutes.
- Mr. Bergman updated the Board on technology projects:
  - Head of Adult Services Tim Silva continues to work with Connecticut Business Systems/Xerox to set up a demo public printing release/copy station.
  - Mr. Bergman and Mrs. Shelton have identified funds in the library's gifts and donations account that will be used for digitization of additional years the Leominster Enterprise. This will allow the newspaper to be digitized through 1923. Mrs. Millette asked if it would be possible to publicize the project in case there were people who would be interested in funding. Mr. Bergman explained that there is a section on the website that can be customized with library information, and we are intending to indicate that the project was funded in part by memorial donations. Mrs. Chalifoux Zephir said this project should be promoted through local news media. Mr. Bergman explained that this is the plan; however the library staff needs to become familiar with the database first in order to answer patrons' questions.

- Mrs. Millette told the Board that she has submitted her letter of resignation to Mayor Mazzarella. A discussion followed about recommending a replacement to Mayor Mazzarella. Mr. Bodanza reminded the Board that the name of James Cardinal had been brought up during the last trustee vacancy. The Trustees asked Mr. Bergman to contact Mr. Cardinal to find out if he is still interested in serving.
- Mr. Bergman told the Board that the library's Building Maintenance/Craftsman Alby Donaldson submitted a letter of intent to retire effective February 7<sup>th</sup>. Mr. Donaldson will use his vacation and personal time prior to that date, which means he will leave sometime in early- to mid-January. Mr. Bergman and Mrs. Shelton have arranged for Turf Tender Lawn Care to do snow removal beginning January 1<sup>st</sup>. Mr. Bergman has worked with Human Resources Director Wendy Hurley to advertise the position, and the application deadline is December 22<sup>nd</sup>. Mrs. Millette questioned if the library was required to pay overtime on Saturdays and Sundays. Mr. Bergman said that he would speak with Wendy Hurley to clarify this.

#### NEW BUSINESS

- Mr. Bergman distributed the 2018 board meeting schedule.

#### ANNOUNCEMENTS

- Mr. Bergman told the Board that he received a notice from the City Clerk about the annual Conflict of Interest for Municipal Employees and Boards. He distributed the paper copy that needs to be done every year, and he will let the board members know if they need to do the online portion this year.
- It was noted that this is Mrs. Millette's last board meeting. The Trustees thanked Mrs. Millette for her long-tenured, hardworking, 42 years of service to the Library and to the Board.

The meeting was adjourned at 5:27 p.m. (SCZ/LN)

Respectfully submitted,

Edward L. Bergman  
Interim Director

**Approved January 8, 2018**