

Trustee Meeting Minutes  
April 10, 2017

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

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

The meeting was called to order at 5:05 p.m.

#### APPROVAL OF MINUTES

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

#### REVIEW OF DIRECTOR'S REPORT

The Trustees asked about the public self-service printing project. Mrs. Shelton told the Board that she met with Connecticut Business Systems to see if there were any alternatives to the proposal made by Northeast Office Systems. Connecticut Business Systems services many large libraries, including the Shrewsbury Public Library. They offer a business model where the library would own the copier/printers outright; and purchase a service contract with them. The library would keep all of the revenue and turn it over to the City. Northeast Office Systems' model would provide refurbished machines, supplies and service, and they would keep all of the revenue. Due to the amount of revenue that public printing generates annually, a project following either model would have to go through the City Purchasing Department for quotes. Mrs. Shelton noted that the Purchasing Agent would likely prefer the model where the library owns the equipment, pays for a service contract, and keeps the revenue for the City. Mr. Bodanza suggested that Mrs. Shelton also contact Hallmark Copiers located in New Hampshire.

Mrs. Chalifoux-Zephir commented that the research that Historical and Genealogical Coordinator Jeannine Levesque submits for the Director's Reports is very interesting, and asked that she be commended for her work.

#### OLD BUSINESS

- Mrs. Shelton reported on the progress of the Strategic Planning Process. Mrs. Shelton and Mr. Bergman attended the meeting of the Strategic Planning Steering Committee on March 27 to finalize the mission and vision statements, and to begin to work on goals. They will attend the next meeting of the committee on April 19 to review the draft document. Mrs. Shelton plans to have the Strategic Plan ready for the Board to review at their May 8<sup>th</sup> meeting, and to approve at their June 12<sup>th</sup> meeting. After the library's Strategic Plan is approved by the Board, it will be submitted to the Massachusetts Board of Library Commissioners.

- Mrs. Shelton reported on the trustee vacancies. She received letters from Michael Despo and Christian Reifsteck, both of whom declined because their work responsibilities would not allow them to commit to the Board. She received letters from Carrie Noseworthy and Eladia Romero, who both expressed interest in serving on the Board. Mrs. Shelton noted that the next time there is a trustee vacancy, the Board should consider submitting the name of a man in order to keep the Board's traditional 50/50 male/female balance. **A motion was made and unanimously approved to submit the names of Carrie Noseworthy and Eladia Romero to Mayor Mazzarella for appointment to the Board. (SCZ/CM)**
- Mrs. Shelton updated the Board on the Library Director search. She proposed a Screening Committee that would consist of two current Board members selected by the full Board; Wendy Hurley, Director of Human Resources; Edward Bergman, Assistant Director; and Susan Shelton, Director. The responsibilities of the Screening Committee would be to review all applications, eliminate unqualified candidates, and pass along qualified candidates to the Search Committee. Mrs. Chalifoux-Zephir and Mr. Nfor were selected to serve on the Screening Committee.

Mrs. Shelton recommended that the Search Committee be comprised of all five current Board members; Wendy Hurley, Director of Human Resources; Edward Bergman, Assistant Director; Ellen Dolan, Director of the Shrewsbury Public Library; and another full-time library staff member. Mr. Bodanza told the Board that Mr. Silva contacted him to offer his expertise with the Search Committee. He recommended that Mr. Silva be the other full-time library staff member to serve on the Search Committee.

Mrs. Shelton outlined the responsibilities and timeline for the Search Committee, and said she hoped that at the May 8<sup>th</sup> meeting the Trustees would be able to finalize the job description and the questions for first interviews. She also suggested that following this meeting, a date will need to be set for the Search Committee to meet to select the candidates to interview.

Mrs. Shelton will contact Mayor Mazzarella to find out if he would like to be involved in the candidates' final interviews.

Mrs. Shelton offered to continue her involvement with the search process; however she suggested that the Board should appoint a member of the Board to be the chairperson. Mrs. Chalifoux-Zephir agreed to serve as the chairperson of the Search Committee.

A Screening Committee meeting was scheduled for Thursday, May 4, 2017 at 4:30 p.m.

- Mr. Bodanza distributed a photograph of a framed art print of a reading girl that was dropped off at his office as a donation for the library. Following a discussion, **a motion was made and unanimously approved to not accept the donation of the reading girl art print. (CM/NH)** Mr. Bodanza will contact the donor with the Board's decision.
- Mrs. Shelton explained that there have been a number of issues this school year with a large number of middle school students. The behavioral issues include not respecting the library

building, staff and patrons. Young Adult Services Coordinator Diane Sanabria has been in contact with the deans of discipline at the middle schools. She has forwarded the names of the problem students to the respective deans, and they have spoken to the students. She has also begun asking students to sign in when they come into the Cormier Center after school. Mrs. Shelton noted that police officers have been walking through the library regularly. Mr. Bodanza suggested that he or some representatives from the library should speak to the students at a school assembly at the beginning of the academic year. Mrs. Shelton added that the library staff will plan to meet with the deans of discipline at the beginning of the school year.

## NEW BUSINESS

Mr. Bergman presented a list of proposed special closings for June through December 2017.

**A motion was made and unanimously approved to accept the proposed list of special closings as amended. (CM/LN):**

- **Saturday, June 24, 2017: If we learn the Longsjo Race will impact library parking lot, then the library will close at an appropriate time.**
- **Saturday, July 1, 2017: open 9:00 a.m. - 1:00 p.m. (start of summer hours)**
- **Saturday, September 2, 2017: closed all day**
- **Friday, November 10, 2017: open with comp. day for full-time staff (Saturday, November 11, 2017: closed for Veterans Day - legal holiday.)**
- **Wednesday, November 22, 2017: close at 5:00 p.m.**
- **Friday, November 24, 2017: close if Mayor closes City Hall**
- **Sunday, December 24, 2017: closed all day**
- **Sunday, December 31, 2017: open regular hours 1:00-5:00 p.m.**

## ANNOUNCEMENTS

The Board scheduled a special meeting for Thursday, April 13, 2017 at 1:00 p.m. in the Historical Conference Room to discuss the library's FY'18 proposed budget.

Mrs. Millette noted that Cassandra Hall gave a beautiful acceptance speech at the Rotary Club's Employee of the Year event. She added that we are very proud to have her working here at the library. She also noted that Mrs. Shelton was recognized by the Rotary Club at this event for her nearly 40 years of service to the Leominster Public Library.

The meeting adjourned at 6:15 p.m. (CM/LN)

Respectfully submitted,

Edward L. Bergman  
Assistant Director