

Trustee Meeting Minutes  
June 12, 2017

The June meeting of the Leominster Public Library Board of Trustees was held on Monday, June 12, 2017.

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

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

#### APPROVAL OF MINUTES

The minutes of the May 8, 2017 meeting were approved. (SCZ/LN)

#### REVIEW OF DIRECTOR'S REPORT

There were no questions about the May and June Director's Reports.

#### OLD BUSINESS

- Mrs. Shelton reported on the progress of the Strategic Planning Process. A draft of the completed portions of the Strategic Plan has been distributed to the Board. A Community Profile, Executive Summary, and Action Plan Template remain to be completed. There were some questions about the purpose of the Action Plan. Mrs. Shelton explained that the Action Plan will be updated annually. The new director and the Board will identify activities from the plan, and determine the resources needed to undertake the activities. Mrs. Shelton reminded the Board that the approved Strategic Plan must be submitted to the Massachusetts Board of Library Commissioners by October, and the Action Plan for FY19 must be submitted by December. Mrs. Shelton asked the Board to review the draft Strategic Plan carefully, and email any questions they may have to her.
- Mrs. Shelton received preliminary budget information from the Mayor's office. Other than \$25.00 in the personnel budget, the Mayor's budget proposes to fund the library's line items at the level requested. The library's budget defense is scheduled for Tuesday, June 20 at 7:30 p.m.
- Mrs. Shelton updated the Board on the FY17 budget closeout. She explained that in FY17, the City inadvertently appropriated more money than was requested in the personnel line. She spoke with the Comptroller about this, and he told her the library could use the extra funds for special projects at the end of the fiscal year. She has sent a request to the City Council to transfer \$37,000.00 from the personnel budget to the operating budget. She plans to use this money to add new shelving in the Reference Office, Historical Room, and A/V area. She also will purchase a new office copier, and copiers for public copying and printing. The new public copiers will allow the library to move toward wireless and self-service printing for the public. Mrs. Shelton told the Board that the revenue from public printing/copying is returned to the City, and hopes in the future that an additional line item can be added to the operating budget to cover the service contracts for these machines.

## NEW BUSINESS

- Mrs. Chalifoux Zephir reported the Library Director Search Committee will meet tomorrow morning for the second round of interviews for the two finalists.
- The Board discussed a proposal submitted by Laddawn, Inc. to use the library for a promotional video shoot. The Trustees expressed concern about the legal costs to the City to develop and review the contracts that would be required if the shoot were to take place, as well as the personnel costs to open the library before or after hours for the shoot. **A motion was made and unanimously approved to politely decline the use of the library for the promotional video shoot. (SCZ/ER)**
- Mrs. Shelton updated the Board on technology projects:
  - A PoE (Power over Ethernet) hybrid switch will be installed for the security camera system. The existing cameras at the Pearl Street and West Street entrances will be replaced with digital cameras, and a third digital camera will be mounted in a yet to be determined location on the second or third floor. These new digital cameras will provide wider and sharper images of people entering, leaving, and moving about the facility.
  - The City Technology Committee has decided not to renew Guardian Information Technologies' contract with the City. Guardian's last day with the City will be June 30<sup>th</sup>. Mrs. Shelton expressed a number of concerns with the transition to a new technology vendor:
    - Guardian Information Technologies provides managed services for the library's Wi-Fi network and firewalls. This equipment may need to be purchased outright.
    - Guardian Information Technologies provides support for the library's Shoretel phone system.
    - Guardian Information Technologies provides a *Guardian Eye* monitoring service, which also sends Microsoft updates and security patches to the library's staff and service desk computers.

## ANNOUNCEMENTS

- Mrs. Shelton asked if the board members have any ideas to recognize Nancy Hicks, who recently retired from the Board after many years of service.

The meeting adjourned at 6:04 p.m. (SCZ/CN)

Respectfully submitted,

Edward L. Bergman  
Assistant Director