

Trustee Meeting Minutes

March 12, 2018

The March meeting of the Leominster Public Library Board of Trustees was held on Monday, March 12, 2018, in the Leominster Public Library Conference Room.

In attendance were: Chairperson Mark Bodanza, Vice Chairperson Susan Chalifoux Zephir, Lawrence NFOR, Carrie Noseworthy, Eladia Romero and James Despo. Also in attendance were Tim Silva, Head of Adult Services and Sondra Murphy, the Library Director.

The meeting was called to order at 5:05 PM.

APPROVAL OF MINUTES

The minutes of the February 12, 2018 meeting were approved (SC/CN).

OLD BUSINESS

Technology updates were given by Tim on the ongoing public printing project, with intention of making it all self-serve, enabling wireless printing. Mobile print options are being sought as well and as such testing of current system is still going on with public printing and rates remain 15 cents for black and white prints and 25 cents for color. Computer upgrades are also due and more options of a server system with simple terminals are being sought after.

The Mayor was present to share with the board his view on budgets and how they communicate the goals and direction of the department, and not just numbers in isolation. To encourage people and increase the number of people who use the library, he shared his view and desire for the library to move into the city and reach more people with the services that are currently being offered. The idea of a mobile librarian was further discussed to help make resources available to the larger community and not just to those who are able to make their way to the library building. The Mayor's visit was noted as very timely with respect to the discussions on technology and accomplishments on the action plan based on our strategic plan.

After a careful search and interviews, Charlie Auger, has been selected to fill the Craftsman position and will start on the 26th of March 2018, pending his tests.

NEW BUSINESS

The problem with what to do about cellphones and food at the library was noted by the Director and staff. As a result, two policies were prepared and introduced to the board – a cellphone use policy and a food policy. After examination and some recommendations to be adjusted to these policies, the cellphone policy was approved (SC/CN) while the food policy was to be modified and presented during the next board meeting.

Due to the fact that there will be some funds left over from this fiscal year, the director requested that a total of 42K be moved from salaries to automation. This would help the library encumber expenses before year end for both website redesign and signage. It was accepted by the board and the Director was reminded that the Mayor's office guide in the encumbrance. (ER/SC).

The job description is being prepared for the position of Assistant Library Director. A couple of adjustments were recommended for the position and with correction, it was moved by the board that the Director go ahead with the position (SC/JD).

Upcoming holiday closing was discussed briefly and concluded that the Library Director should see what the City Hall decides to do about the holidays and do same. This was especially for the Good Friday Closure. (SC/ER)

An idea introduced about keeping beehives on library property was discussed and the Director was asked to contact Sholan farms and see how feasibly that will be. This idea will be put on the agenda at a future meeting after details are obtained.

A puzzle picture was given to the library for possible consideration for display in the children room. Given that there is a current practice of vote when a gift is received, this case was a bit too specific to the donor and so the board agreed that we will look into a gifting policy. A vote to accept the gift was split 4 to 2 against accepting the gift. A letter would be written by the Board Chair to the family.

ANNOUNCEMENT

ALICE Training was discussed and the exchange between the Director and Mayor. It was agreed that the Board Chair write a letter to the Mayor's office requesting a full training for the Library staff (SC/JD).

Staff appreciation luncheon is scheduled for April 3, 2018 from noon till 2 PM.

The Board Chair also drafted a mail to be sent to the Winchester Library in solidarity after the event that took place at the library.

The meeting was adjourned at 6:38 PM. (CN/ER)

Humbly Submitted,
Lawrence NFOR,
Board Secretary.