

Trustee Meeting Minutes

April 9, 2018

The April meeting of the Leominster Public Library Board of Trustees was held on Monday, April 9, 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 5:06 PM.

APPROVAL OF MINUTES

The minutes of the March 12, 2018 meeting were approved (JD/CN).

DIRECTOR'S REPORT

The Director's report was accepted with amazement at the programming that the library gets the patrons involved in on a monthly basis. Also noted were the staff that dedicate their time in searching for grants and support for young adventurous readers.

OLD BUSINESS

The Craftsman position concluded and Charlie Auger has started and is doing greatly with the Library staff and the grounds looking good as spring approaches.

On the Accession policy, a sample was presented to the board from the Acton Memorial Library and Rockport Public Library. The Board agreed that the Director redo and make adjustments to meet our Library needs as well as give some guidance so the Board can decide with all needed caution.

The Puzzle Picture that was brought in for a donation came up and the Board Chair reported that he had drafted a letter to be sent to the family that brought the donation. At this time, stating that the donation shall not be accepted.

NEW BUSINESS

The PLA Conference took place and in attendance were Tim Silva and Sondra Murphy. Mr Silva took time to look at the conferences that had to do with technological growth and improvements in the Library, and ended for the day with a presentation on book bikes reaching the community. These bikes had some hotspot options that enabled the Librarian meet community members and possibly sign them up for library cards. Options to be surveyed and possibly implemented. Networking was also a great part of the conference.

Ms Murphy attended managerial, diversity, hiring, staff review/coaching cultural competence in staffing workshops. Focus on some of the workshops were on fun things to do while at the library and bonding as a result of possible art projects. Applying an equity lens to community approach in Library outreach was also a valuable lesson learned in mapping out of community service areas. The use of Disney method in customer service was also a method used and worth looking into, for a lasting impression of good customer services at a library. Overall, it was a great conference with resources and contacts for these resources available for future use.

The Food and Beverage policy was presented after modifications were made from last board meeting. It was moved and concluded that the policy be adopted. (JD/CN)

The Code of Conduct policy was also adopted with some amendments. (SC/JD) It is worth noting that this policy will help the staff to address some noted issues with patrons.

A request was made for the Board to approve the use of funds for repairs of furniture and shelving. A total of \$4,139 was approved for these repairs from the Building Funds (SC/CN)

The position of the Assistant Director is still open with over 13 applicants so far.

On State Aid funds, the Board agreed that the Director request that the City Treasurer transfer \$45,000 of state aid funds to the Library accounts.

The FY19 budget was presented, discussed and approved with a possible Bilingual Librarian and emphasis on Professional Development for staff. (SC/JD)

ANNOUNCEMENTS

Energy solutions (ONICS) sent some representatives who came in and asked to test energy solutions. The board asked the Director to request for documentation from the company to be reviewed by the board.

The meeting was adjourned at 6:08 PM. (CN/ER)

Humbly Submitted,
Lawrence NFOR,
Board Secretary.