

Trustee Meeting Minutes

December 9, 2019

The December meeting of the Leominster Public Library Board of Trustees was held on Monday, December 9, 2019, in the Leominster Public Library Conference Room.

In attendance were: Chairperson Mark Bodanza, Vice Chairperson Susan Chalifoux Zephir, Lawrence NFOR, Eladia Romero, Joanne D'Onfro and Jim Despo. Also in attendance was Sondra Murphy, the Library Director, the following library employees: Ann Finch, Diane Sanabria, Beth Dupuis, Sarah Chapdelaine, Lori Benoit, Rosalyn Navaroli, Charlie Auger, Nancy Tourigny and one guest.

The meeting was called to order at 5:02 PM.

PUBLIC FORUM

Concerning agenda items, no one addressed the board in the public forum.

Due to time constraints, the agenda will not be completely exhausted and so the chair will pick a few based on urgency – the rest will be moved to the next board meeting.

APPROVAL OF MINUTES

Edit to the minutes included

- Page 2, line 5 from the bottom should read: Sue suggested that the board, board chair and Sondra seriously look at another full-time position during budgetary process
- Page 3 on Comp Time: strike line out - conversation was about Comp Time and not contract at the time
- Page 2, 9 lines down on conferences: statement that "Jim did not agree" should be taken out
- Observation was brought that minutes should reflect agreed upon conclusions rather than specific names on ideas shared.
- On Conferences once more, 'along with a cost breakdown' for clarity and approval.

The minutes of the November 11, 2019 meeting were approved as edited (SC/JD).

NEW BUSINESS

On the Assistant Director's position, the Director reported that given that Tina's last day was Friday December 6, the job was posted with some adjustments to the preference for Masters' degree and not a requirement. Once the job posted, a sub-committee made up of the Library Director, Director of HR, Trustee Eladia Romero, and a library staff. Board Chair requested that the proposed sub-committee be communicated to him before proceeding.

State Aid was received and the board unanimously approved the total of \$35,568.80. As explained by the Director, these funds can be used for any need the library has basically. These and some more will be used for the book budget next year.

A grant opportunity came up after two library staff attended a symposium on opioids. This grant if obtained will help educate our patrons/library users and provide a dialogue around this topic as well as get books to help information circulation on this subject.

A couple of Comp Time requests were brought in and for clarification, the Director was reminded she approves such time for all staff, for information only, and the board will approve that of the Director. A discussion on buy-back or time sheets, and who is keeping track of such tracking was concluded that such record is available and if needed by city HR, it will be made available. It was recommended that this information be made available to the HR department for transparency. If staff uses time within the week, it is not comp time but flex time. Documentation of either flex or comp time is necessary. Accumulation of such time is strongly discouraged. The Director's comp time request was brought up and was approved. ER/SC

On the Director's Comp Time policy, it was skipped as sub-committee is concluding and will report to the full board.

Approval of Executive Session minutes were also skipped.

OLD BUSINESS

VPN Access policy proposal will be taken up in January and the Director has a list of who can have such access and if need be and a staff member needs access, they can put in a request to the Library Director. One staff laptop currently has VPN installed and another can be added if need be. The proposal was to be approved at a later time.

USB use is still in discussion at the city hall – files can be added to computers and not downloaded.

ANNOUNCEMENTS

The meeting adjourned at 5:42 PM. (SC/ER)

Humbly Submitted,

Lawrence NFOR,

Board Secretary.