

**Leominster Public Library
Board of Trustees
Meeting Minutes
February 11, 2019**

The February meeting of the Leominster Public Library Board of Trustees was held on Monday, February 11, 2019 in the Leominster Public Library Conference Room.

In attendance were Chair, Mark Bodanza, Carrie Noseworthy, Eladia Romero and Jim Despo. Also in attendance were Sondra Murphy and Tina McAndrew.

Absent - Sue Chalifoux Zephir, Lawrence NFor.

The Chair called the meeting to order at 5:06 pm.

OPEN FORUM

APPROVAL OF MINUTES

The minutes of the January 2019 meeting were approved (JD/CN).

DIRECTOR'S REPORT

The Director's report for the month of January 2019 was accepted.

OLD BUSINESS

Building Fund Transfer Update

LPL Financial letter outlines the investment of money that was successfully transferred to Abbey Capital. Sondra will follow up regarding a withdrawal of funds for upholstery costs in the Children's Room.

Bob Grudziecki - Energy Saving Device

Bob has not sent any additional information. Mark mentioned that the devices are not located in the Lahey hospital as Bob had stated.

Trust Fund Update

Sondra included a quarterly trust fund update in the Board packet. Beatrice Friedman and family sent \$600.00 as an initial donation to the Library.

NEW BUSINESS

FY20 Budget

Sondra outlined the following -

- 6 full time staff are due to receive step increases with at least one staff member reaching the maximum step. Due to Tina and Brittany being hired later in the year and at lower pay rates, there is an additional \$13,000 in the budget
- Sondra shifted this additional money from full time to part time personnel which covers Marissa's outreach position plus a part-time Information Desk person and a new part-time YA position which will allow the Cormier Center to be open extended hours
- Request for \$10,000 operating budget increase to have YA and children's room books pre-processed
- An increase in the unclassified budget line since health assessments and drug screenings are now coming out of the Library budget. This is \$120/person.
- Feldman Day costs - Library pays for tents, crafts, printing

Budget approved (JD/ER)

Capital Improvement Plan

Sondra outlined the Capital Improvement Plan spanning 3 years - 2019-2021

- 2019 - upholstery in the Children's Room, chairs on first floor, service desk panic buttons (which can be provided by Johnson Controls), DVD room cameras, possible TV monitor in the DVD room (although DVD theft has lessened), linoleum tile
- 2020 - alter Cormier Center nook to change it into a laptop bar or desk, self checkout for first floor, desks in Technical Services, WIFI upgrade, Children's Room furniture to create a Tween Space
- 2021 - carpet and flooring on first floor, West Street exterior door needs replacement, sound system, new staff desks for the Children's Room

Sondra will prioritize the list within each year. Sondra sent letter to mayor regarding software upgrades.

Professional Development Plan

- Sondra requested \$5,000 of State Aid money to cover higher ticket cost conference attendance for staff such as ALA which is \$1000/person. The Library currently uses \$2500 in its own budget to send people to less costly conferences such as MLA in Framingham.

Motion to approve the \$5,000 (CN/JD)

- Sondra proposed using \$4,000 a year of State Aid - up to \$2,000/person for tuition reimbursement. This would help staff to pursue a Library degree. Mark suggested Sondra speak with the Mayor as no other city departments provide this service.

March Meeting Date

Sondra will be out of town on March 11, the next Board meeting date. Board agreed to still have the meeting March 11.

Photoshoot Request

Sondra received a request from someone who wants to take engagement photos in the historical area of the Library during regular hours. Board agreed to leave the decision at Sondra's discretion provided it will not disrupt Library services.

O'Donnell Fund Question

Cassandra Hall submits all requests once a year but was wondering if she could submit requests one at a time. The Board found no issue with this process.

ANNOUNCEMENTS

Director

Officer Colon wants to do ALICE training for staff which will require the Library be closed 1.5 days (not consecutive). The Board will discuss this at the next meeting.

Sondra was called regarding a protest during the Islam 101 program. The Daughters of the Revolution, Three Percenters, and Oath Keepers booked a meeting room during the event. However, the program was postponed due to weather. Someone also called the Mayor's Office looking for a protest permit.

Trustees - Lawrence Nfor won an award from the MA Black and Latino Legislative Caucus for all he has done in the community.

The meeting adjourned at 5:36 (JD/ER).