

## Trustee Meeting Minutes

October 12, 2021

The October meeting of the Leominster Public Library Board of Trustees was held on Tuesday, October 12, 2021, in-person at the conference room of the library.

In attendance were: Chairperson Mark Bodanza, Vice Chairperson Susan Chalifoux Zephir, Secretary Lawrence NFOR, Susan Shelton and Joanne D'Onfro. Remote Attendance was Trustee Jim Despo. Also present was the Library Director Alexander Lent and Assistant Director Nicole Piermarini.

The chairperson called the meeting to order at 5:00 PM.

### **PUBLIC FORUM**

There was no one in attendance to address the board in the public forum

### **APPROVAL OF MINUTES**

The minutes of the board of trustees meeting of September 13, 2021 were approved (SCZ/JD'O) with a 6-0 roll call vote.

### **LIBRARY REPORT**

The Library report was accepted as presented with some decisions arrived at concerning the Adam B memorial table and bench gift. It was agreed that the library accept the donation, spend the total sum of \$1,550 to get the concrete base done and the funds should come from building and grounds. Approved by a roll call vote of 6-0 (SS/JD'O).

It was also observed that part-time staff will be affected in case they have to quarantine because they are not benefitted and so do not accrue sick time to be used.

## OLD BUSINESS

**COVID-19:** As difficult as it is happening and occurring where people require masks, we agreed that if a presenter or performer requires masks at an event, the library will notify all patrons who desire to participate of this requirement and thus enforce it at the said event. This includes request by Friends of the Library as well. Approved 6-0 by roll call vote (SCZ/JD'O).

**Fundraising:** Some ideas brought forward for a fundraising event was brought up and the board agreed that additional details be brought to the November meeting. Things to consider would include a project, a target due date, budget, software for management of fundraiser and outreach methods of direct mail as well as electronic and others, using current donor database.

**Memorial Table and Bench:** As discussed and concluded above.

**Long Overdue Materials:** The items as previously discussed will be cleaned out till December of 2014 and all other future data cleanups will be brought in subsequent meetings.

## NEW BUSINESS

**Public Posting Policy:** Modification was made to the policy allowing for paid events for non-profit organizations to be posted. This will allow the library to be more supportive of other organizations. It was agreed upon that this policy be adjusted as suggested by roll call vote 6-0 (SCZ/SS).

The following items were also moved to be discussed in detail and consider for approval at the November meeting:

- Local History Room Usage Policy (valuable collection usage policy)
- Library of Things Policy (list of library of things to be brought to meeting)
- Electronic Devices Policy

The meeting adjourned (SCZ/SS) at 5:46PM.

Submitted by Lawrence NFOR, Board Secretary.