

## Trustee Meeting Minutes

March 10, 2021

The March meeting of the Leominster Public Library Board of Trustees was held on Wednesday, March 10, 2021, via Go To Meeting Teleconference.

In attendance were: Chairperson Mark Bodanza, Vice Chairperson Susan Chalifoux Zephir, Secretary Lawrence NFOR, Joanne D'Onfro, Jim Despo and Susan Shelton. Also present were the Library Director Alexander Lent, Assistant Library Director Nicole Piermarini, Diane Sanabria, Kathy Pellerite and two unidentified other callers.

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

### **PUBLIC FORUM**

No one addressed the board in the public forum

### **APPROVAL OF MINUTES**

The minutes of the December 14, 2020 (SCZ/SS) and February 8, 2021 (JD/JD'O) meetings were approved both voted of 6-0 with one minor correction on the February 8<sup>th</sup> meeting.

### **DIRECTOR'S REPORT**

The Director's report was reviewed, and updated that the FCU project was completed. Evaluation of resources and Services of Children's rooms and collection to be completed by the Director, March 11, 2021.

## OLD BUSINESS

**Library Reopening and Hours:** The Director indicated that the library's COVID response team met and concluded that it will be necessary for the Library to move to Phase 1 on April 5, 2021. This will line up with schools reopening and more to come in computer use, when congregation and cleaning procedures become better in Phase 4. The mayor will be notified after board meeting. This move was approved by the board in a 6-0 vote (LN/SCZ).

## NEW BUSINESS

### **Personnel Subcommittee Reorganization:**

Due to increase in come additional commitments, chair of committee, Susan Chalifoux Zephir, will be stepping aside for Jim Despo, to become Chair. Susan Shelton asked to be added to the committee and this move was approved by Chair Bodanza. Committee will be made up of 4 members now – Chaired by Jim Despo with members, Susan Chalifoux Zephir, Lawrence NFOR, and Susan Shelton.

### **Budget Transfer Request:**

The Library Director requested some budget transfer from salaries to operations, given that quite a bit was saved over the year from staffing. The board approved the transfer of \$59,612.41 from personnel to operations (LN/SS) by a 6-0 vote.

### **Staffing Update:**

The Director reported that the Circulation Supervisor position was posted on February 10, 2021 and the search team interviewed two candidates, (one internal and one external) and offered the position to Kathy Pellerite to start Monday, March 15, 2021. Young Adult Services Librarian was also posted same day with eighteen candidate applications received, five were preselected and interviews currently being scheduled. Hoping to have someone in this position by month end.

**Job Descriptions:**

The job descriptions included in the board package were adjustments to the services rendered by the various positions given that a good relations exists with staff who are tech savvy. Given the new proposed organizational chart, clarity was requested and Director and assistant both clarified the role of Head of Adult Services and Circulation & Reception Assistant with job descriptions matching current role/job function. Job descriptions were approved as discussed with corrections by a vote of 6-0 (JD/JD'O). Jobs will be posted March 11, 2021.

**Budget Update:**

As the year draws to a close, the Director reviewed current year budget and made a proposal for 2022 Budget. A financial dashboard was presented making it clearer what expenses are related to personnel and operations and comparison from year to year.

The children's room was appreciated by the Director, for the bulk of gifts and donations they work hard to bring in.

The proposed budget for FY22, reflected a 1.71% increase and this was a welcomed budget. Proposal here is to not use state aide to support the materials budget. The board suggested that the budget be brought to the next meeting on April 12, to ensure some of the thoughts brought up with respect to a Bookmobile, be carefully studied to ensure position is sustainable over many years to come, and not just one, as a result of the budget surplus from 2020.

The meeting adjourned (SCZ/JD) at 5:52PM.

Humbly Submitted,

Lawrence NFOR,

Board Secretary.