

Trustee Meeting Minutes

June 13, 2022

The June 2022 meeting of the Leominster Public Library Board of Trustees was held on Monday, June 13, 2022, at the conference room of the library.

In attendance were: Mark Bodanza, Susan Chalifoux Zephir, Lawrence NFOR, Susan Shelton, and Joanne D'Onfro. Jim Despo was absent. Also present were the Library Director Alexander Lent.

The Board Chair called the meeting to order at 5:02 PM.

OPEN FORUM

No one was available to address the Board in the open forum

APPROVAL OF MINUTES

The minutes of the board of trustees meeting of April 2022 were corrected after edits were made to the second page - that the amount for transfer was \$39,000.

Second edit was that Jim Despo was present for the April meeting (SS/SCZ).

LIBRARY REPORT

The Library report was accepted as presented by the Director with a few edits, noting that CW MARS is changing the rules for fines – removing the fines on DVDs. It was agreed that we follow suite. Date was also noted to be adjusted to reflect FY22, and the financial report reconciled to city hall should be verified, by the Director, to ensure it was not updated March 2022 but more recently. The percentage used was to be adjusted as well on page 24 to reflect 74.1% used. Alex was to verify some of the issues raised and report on these adjustments and/or verification of accuracy.

OLD BUSINESS

Incident Report: The no-trespass order that was issued to the patron who defaced a book will be expiring July 1. The board decided to allow the order to expire, given that no additional communication has been received from this patron, nor any threat of violence from this patron reported by library staff, and detective who worked on the case. No action to be taken on the

written warnings. Director is ensuring that staff feel safe after these warnings to aggressive patrons. Desk assignments will be adjusted when necessary to accommodate staff members who would not like to interact with these patrons.

Roof Report: Testing came back showing significant moisture penetration. The consultant recommended that the overlay be replaced, but keep the insulation. Cost estimate was at \$200,000. Even though given a 20-year warranty, a third party was solicited to take a look and give an opinion, after their assessment. Something may be missing in translation given that there was a leak and yet the consultant did not request that both the overlay and insulation be replaced. A good case could be brought to the City Hall for a new roof entirely with a 20-year warranty, given the estimated cost so far. To be updated in next board meeting.

NEW BUSINESS

FY2023 Holidays: The 2023 holiday schedule was presented on pages 54 and 55. It was agreed that the library will close on all state holidays and for other holidays in cases of uncertainty, if the City Hall is closing, the library will close as well. (SCZ/SS)

Director Time Off Request: The Director's request for time off the week of August 9th to 16th was approved as presented. (JCD/SS)

Library Security: Page 33 suggests training (panic button training and fire drill with no patrons in the building) that will require the library be closed so all staff get trained every two years where possible. Worth noting that ALICE training has been given to some employees and this will be great for all staff to be trained and empowered to feel safe. Given that the trainings will be given by our departments, cost will be close to nothing. A training day was approved for the library where Library will be closed on the day chosen. (SCZ/JCD)

Community Spaces Policy: The current policy could not give clear directives on allowing someone running for office to use the library space. Guiding thought here is that we seek neutrality and making sure public discourse is encouraged, reducing confrontations that could cause disruptions in library use.

The meeting adjourned at 5:56PM (SCZ/JCD).

Lawrence NFOR,
Board Secretary.