

Trustee Meeting Minutes

November 14, 2022

The November 2022 meeting of the Leominster Public Library Board of Trustees was held on Monday, November 14, 2022, at the conference room of the library.

In attendance were: Mark Bodanza, Susan Chalifoux Zephir, Lawrence NFOR, Susan Shelton, Joanne D’Onfro and Jim Despo. Also present were the Library Director Alexander Lent and Nicole Butler, the Assistant Director. Present as well to meet the Board were staff members, Children's Associate Brittany Bilodeau, Head of Technical Services May Lee Tom, and Adult Services Assistant Aly White

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

OPEN FORUM

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

Staff Introductions: After Trustees introduced themselves to the staff present, we had them introduce themselves and stating their roles at the library. It was great to meet them and put a face to the names and roles we have.

APPROVAL OF MINUTES

The minutes of the board of trustees meeting of October 2022 were approved after an edit was made to the word, nothing that was spelled noting.

LIBRARY REPORT

The library report was accepted as presented by the Director. He shared a couple of things that were worth highlighting. The City Council will pick up security request. – The Library Director is now able to run CORI checks on all performers that come to the library - Phone systems are due to change because of state regulations. The update of phones, estimated at about \$12K will be used to upgrade software using 3rd party or \$22K in installing both new hardware and software

OLD BUSINESS

Patron Issues: On page 33 of trustee packet, two individuals who seriously interrupted library services and were issued No Trespass Orders.

Strategic Planning Update: The Director was able to find someone to run focus groups from Fitchburg State University for \$1k, facilitating 4 sessions.

NEW BUSINESS

FY2022 Close Out: Pg 54 of packet shows carried over funds with detailed on Pg 63. All new stuff paid for, except for snow blower. About 23K was returned to City. The year FY2022 went well and ends with about \$1.392M in reserves

FY2022 Action: Pg 68 reports that in a nutshell, many items have been completed as planned, Similar for FY2023 mostly on track.

Outreach has been distributed through staff so there is not a role specifically for outreach anymore.

FY2024 Pg 85 – Third Item, will be in the summer

All doable actions based on where we are and where we are heading Pg 86

A vote to approve the action plan passed (SCZ/JCD) 6-0

Art Donation Pg 48 carries information about a beautiful art donated by niece of artist. This will be displayed for a little bit and we have discretion to use, auction, or store. It was MSCed that we accept the piece of art (SCZ/JCD) 6-0

Child Safety Policy amendment Pg 53 – The Child Safety Policy was updated to clarify that adults who are not accompanied by children are to use the Children’s Room only for the purpose of retrieving materials for check out or to make arrangements to retrieve materials in other areas of the library (SS/JCD) 6-0

Announcements:

- Investment to be reviewed with investor by MB
- Personnel Subcommittee meeting to be scheduled by JD

The meeting adjourned at 6:00PM (SCZ /JCD).

Lawrence NFOR,

Board Secretary.