

Trustee Meeting Minutes

September 12, 2022

The September 2022 meeting of the Leominster Public Library Board of Trustees was held on Monday, September 12, 2022, at the conference room of the library.

In attendance were trustees 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.

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

OPEN FORUM

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

APPROVAL OF MINUTES

The minutes of the board of trustees meeting of July 11, 2022 were available and some correction on material budget was brought up to be adjusted in the next meeting before adoption.

LIBRARY REPORT

The library report was presented and the item to be highlighted was presented – the security alarm went offline - door badging system and the relation with Johnson Controls and CGL was discussed as well. The board recommended continuous work with Johnson Controls and try to get the system back on and if costs indicate higher, a new vendor be sought.

OLD BUSINESS

Capital Requests: Request with Mayor's team with a ranking system for projects till 2027. The roof is given a priority four. Other items to be presented to the Comptroller by the 24th of September. The roof is recommended to be fully replaced and current quote is at \$612,000. A firmer quote was received for carpet replacement and estimated in phases of about \$80,000 per project, with a total of less than \$250,000 for all floors to be completed. It was recommended that an interior designer be sought to match carpet with building colors.

Patron Issues: A patron whose NTO expired in May was back in the library and no issues so far noted nor any new issuance of a NTO.

NEW BUSINESS

Strategic Planning Consultant: The Director suggested that we do surveys then, if need be, hire someone to do focus groups. The recently retired Fitchburg library director would be contacted to assist in this process.

Vacation Request: The director requested October 19 & 31 November 18 & 23, and December 28, 29 & 30 to complete vacation requests. The motion was made and accepted (JCD/SS).

Director Performance Review: This item was moved to the October meeting.

Children's Room Bathroom Renaming: It was accepted that the director rename the bathrooms to ensure availability since they can be used by anyone in need – Bathroom 1, Bathroom 2, etc. (SCZ/JCD)

Laptop Lending Policy (rescission): Laptop lending policy created in 2018, Library of things policy covers everything. To avoid conflict, the recommendation to rescind the laptop lending policy was approved (JD/JCD).

Financial Transfer for Millette Event: It was approved that the total of \$3,500 be transferred from the Millette fund to gifts and donations (SS/SCZ).

Adult Services Assistant Job Description: Combination of Information Desk Assistant and Events/Programming Coordinator positions into one 34-hour fulltime position – reporting to Special Services, then to head of Adult Services. This was approved (JD/JCD).

Personnel Update: The organization chart was presented indicating updates to chart as well as vacant position to be filled.

The meeting adjourned at 5:38PM (SCZ/JD).

Lawrence NFOR,
Board Secretary.