

Trustee Meeting Minutes

March 13, 2023

The March 2023 meeting of the Leominster Public Library Board of Trustees was held on Monday, March 13, 2023, at the historical conference room of the library.

In attendance were Mark Bodanza, 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 and greet the Trustees were Building Maintenance Craftsman Charlie Auger, Circulation and Reception Assistant Amy Ricciuti, and Children's Room Page Stacey Sanborn.

OPEN FORUM

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

Staff Introductions: Trustees introduced themselves to the members of staff present and the staff present introduced themselves. They shared their experience and what is fun for them while serving our community.

Amy Ricciuti has been here more than 30 years and has been part-time and occupied many roles.

Stacey Sanborn, as page, assists in all that needs to be done – approximately 17 years.

Charlie Auger has been here keeping the ship afloat – making kids happy. He’s been here 5 years

APPROVAL OF MINUTES

The minutes of the board of trustees meeting of February 13, 2023, were approved with some minor edits (JCD/SS).

Library report missing “g”, and also elevator not operational.

LIBRARY REPORT

The Library Report was accepted as presented by the Director.

OLD BUSINESS

Patron Issues: No patron issue to report at this time.

NEW BUSINESS

Staffing Update: The director reported Julie Celularo was hired as head of adult services and starts March 20, per report.

Head of Technical Services Job Description: Page 36. Proposed job description to make adjustments as this role has not been touched in a long while. Nothing particularly surprising as it aligns with all other jobs recently upgraded. The job description was approved as presented (JCD/SS)

FY2024 Budget Page 41 was presented and with few changes here, increase very little 2.76%. The budget was presented and endorsed (JD/JCD)

Friends of the Library vending machines The director presented page 49 as friends would like to have this service provided. Coffee and hot chocolate will be free and a cold drinks and snacks vending machine will be made available and managed by the vendor. This was agreed upon by the board, that this move stays with the intent of the use of this space. A vendor is already selected by the friends and will be installed upon approval from the board. A trial period will then run and the director will update the board. (SS/JCD).

Friends of the Library wall-mounted sign The assistant director presented the idea and how the board will be mounted. A sample of the frame is available already and space is available as well and highlighted on page 50 of the packet.

Adult Audiovisual Collection Development policy The director asked that the prior policy be rescinded because the new collection development policy supersedes it. The board approved this move (JD/JCD).

Director Time Off Request The director's request for time off on April 20th and 21st, 2023 was approved (SS/JCD)

ANNOUNCEMENTS:

A reception party is planned March 27, 2023 for May Lee as she retires at the end of the month.

The meeting adjourned at 5:29PM (JD/SS).

Lawrence NFOR, Board Secretary.