

Trustee Meeting Minutes

October 10, 2023

The October 2023 meeting of the Leominster Public Library Board of Trustees was held on Tuesday, October 10, 2023, at the historical conference room of the library.

In attendance were Mark Bodanza, Lawrence NFOR, Susan Shelton, Jim Despo and Joanne D'Onfro. Trustee Susan Chalifoux Zephir was absent. In attendance were the Library Director Alexander Lent and Nicole Butler, the Assistant Director.

The chair, Mr. Bodanza, called the meeting to order at 5:00PM

OPEN FORUM

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

Present at the board meeting, we had Circulation and Reception Assistant Roz Navaroli and Head of Technical Services Catherine Sebastian, who introduced themselves to the board. They shared their experience working at the library, their impact to the community as well as the impact other team members brought to their work. They appreciated the work done by the board in support of the efficient running of the library. The board members introduced themselves, as well, to the staff present.

APPROVAL OF MINUTES

Minutes of the September 2023 meeting had a few edits that had to be updated by the Director for wording accuracy. So the minutes will be approved in the November 2023 meeting.

LIBRARY REPORT

The Library Director gave some updates as per report and more depth following questions, with some emphasis on the new 3-D printer acquisition.

OLD BUSINESS

Patron Issues: No new No Trespass Orders issued, except for a public records request that was run through the help of the city solicitor. All information was provided as requested with redacted patron information. Most issues were discussed, no letters written.

NEW BUSINESS

Community Spaces Policy Interpretation. On Page 30 of the meeting packet, the policy was updated to ensure all requests are assessed in keeping with the library mission.

Staff Area Window Privacy Screens After the first amendment audit, a few thoughts to ensure some privacy for staff working in the backroom. The board, after deliberations decided it will be best to leave the glass windows as is and if it continues to be a problem or a greater need comes up, the Director could bring this up to the board at such a time.

Café Doors The recommendation was brought up, in order to reduce the pressure of the doors on the walls, that the door be removed. This was approved (JCD/JD).

Late Opening for Staff Meeting. The Director would like to start having an All-Staff meeting at least twice a year. To do this efficiently, there is a need for a delayed opening. Board accepted as proposed (SS/JCD). First meeting will be December 4, so delayed opening will be at 10AM.

Statistics Comparisons On page 9, a decline is noticed in the library card holdings. So far, we are doing well as a library with respect to percentage of population who own a library card and usage as well, in comparison to other neighboring libraries.

Food for Fines In attempts to help patrons pay off fines the suggestion by the Director to carry out this event to collect canned foods for fines owed, was approved (JCD/SS)

Director Time Off Request Vacation time off request by the Director for November 17th, and 20th, 21st December 22nd and January 22 – 26, 2024 was approved by the board (JD/JCD).

With no announcements, the meeting adjourned at 5:48PM (JD/SS).

Lawrence NFOR, Board Secretary.