

Trustee Meeting Minutes

November 13, 2023

The November 2023 meeting of the Leominster Public Library Board of Trustees was held on Monday, November 13, 2023, in the Large Historical Conference Room on the second floor of the Leominster Public Library.

In attendance were Trustees Mark Bodanza, Susan Chalifouz Zephir, Jim Despo, and Joanne D'Donfro. Lawrence NFOR and Susan Shelton were absent. Also in attendance were Library Director Alexander Lent and Assistant Director Nicole Butler.

The Chair, Mr. Bodanza, called the meeting to order at 5:02pm.

OPEN FORUM

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

APPROVAL OF MINUTES

Minutes of the September 11, 2023 meeting were approved (D'Onfro/Zephir).

LIBRARY REPORT

Director Lent presented the Library Report, drawing the Board's attention to news of a timeclock system City Hall intends to roll out to all departments in the near future. When the library first heard of this system, Director Lent asked some questions about how it would work for the library, as employee schedules vary throughout each week, weekend shifts are covered on rotation, many employees do not have their own computer at which to sign into a timeclock system, and many employees go right into a shift as soon as they arrive to work. HR indicated that City Hall was aware of all of these potential issues and that the new system takes them into account.

OLD BUSINESS

PATRON ISSUES

Director Lent and Assistant Director Butler briefed the Board on recent patron issues, none of which had led to written warnings or no trespass orders. Director Lent explained a recent situation with a patron leaving his bicycle on stairwells and ADA ramps, in violation of the Code of Conduct, which requires bicycles to be placed in the provided bicycle rack. The patron continues to leave his bicycle on stairwells and ramps, and the library's next course of action would be to issue a written warning, followed by a no trespass order. This would be the first time a written warning or no trespass order would be issued related to the bicycle clause of the Code of Conduct, and Director Lent asked the Board if they would like him to move forward with the policy as written or if there were other actions preferred. The Board indicated that Director Lent should move forward with the policy as written.

NEW BUSINESS

CORMIER YOUNG ADULT CENTER POLICY

Director Lent presented a draft policy for the Cormier Young Adult Center mirroring the Child Safety Policy covering the Dr. Martin T. Feldman Children's Room. This policy codifies the library's long-standing practice of allowing older and younger patrons to come in to browse the collection and check out materials, but restricting all other use of the room to patrons in grades 7-12. The Board approved the policy as proposed (Zephir/D'Onfro).

CARNEGIE BUILDING ROOM NAMING

Assistant Director Butler reported that new 911 regulations require phones to report their location when calling 911. Working to comply with this regulation revealed that two rooms in the library are usually referred to as the Large Historical Conference Room and the Small Historical Conference Room, respectively, but on signage are referred to as Rooms 202 and 204. To simplify matters, the library is planning to take down the Room 202 and Room 204 signage and replace it with signage that reads 'Large Historical Conference Room' and 'Small Historical Conference Room.' The Board declined to vote on this, but indicated that the project should move forward while maintaining the aesthetics of the current signage.

BOOK DROP SIGNAGE

Library Director Lent explained a need for signage by the book drop on the Pearl Street side of the building, indicating that donations should not be left at the library when the library is closed. The Board declined to vote on this, but indicated that the project should move forward.

ANNOUNCEMENTS

There were no announcements.

The meeting adjourned at 5:23pm (Despo/Zephir)