

**Leominster Public Library  
Board of Trustees  
Meeting Minutes  
September 9, 2019**

The September meeting of the Leominster Public Library Board of Trustees was held on Monday, September 9, 2019 in the Leominster Public Library Conference Room.

In attendance were - Chair, Mark Bodanza, Lawrence Nfor, Sue Chalifoux Zephir, Eladia Romero, and Jim Despo. Also in attendance were Sondra Murphy, Roz Navaroli, Mary Boutet, and Tina McAndrew.

The Chair called the meeting to order at 5:03pm.

**OPEN FORUM**

Sondra introduced Mary Boutet as the new Young Adult Services Librarian. Mary reported that she has added signage and slowly started weeding. Mary will be holding a Meet and Greet and a Teen Advisory group and has reinstated the Card Battle Royal program. Mary is advertising for members of the Teen Advisory group via word of mouth, Instagram, and flyers posted at the high school. Mary will be attending the next department head meeting at the high school; she also met the high school librarian – Jim Freel – who previously was an English teacher and is currently getting his Master's in Library Science.

**APPROVAL OF MINUTES**

The minutes of the August 2019 meeting were approved (SCZ/JD).

**DIRECTOR'S REPORT**

Discussion was had about statistics included in the ARIS report. Last year there was a statewide collaborative program in which the Library counted every single holding for the entire state but this year the collaborative disbanded which drastically reduced the numbers reported. YA programming statistics are down while Children's Room programming statistics rose. Brittany Recker is also providing formal internet training for patrons. As of now, there is no longer any filtering on the public computers although there was filtering in the past on the computers in the Children's Room. Sue suggested the Library should consider filtering again in the Children's Room.

**OLD BUSINESS**

**Rebranding Project: Logo & Website**

Sondra asked for staff feedback for the last update from David. Most staff felt the option was not hitting the mark. Sondra and Tina spoke with David during which Sondra explained the first option was too rudimentary while the second was too sophisticated

and didn't represent all of Leominster. Staff want some form of apples and books in the logo. Brittany had the first website committee meeting today during which she received great feedback from staff. The website is almost done; once the logo is done staff can begin testing the complete website.

### **Technology Infrastructure Needs**

Sondra spoke with Bill Mitchell who spoke to John about the importance of the server and computers. Sue thought Sondra's letter to the Mayor was excellent. Mark helped Sondra draft it.

### **Human Library Project Update**

Tina talked to Chelmsford and described how well it went. Sondra spoke to the organizers of the Project and they were disappointed about Leominster postponing its event but suggested holding it in the spring. Sondra relayed the Board's concerns about holding such an event. The organizers only hire people that they know and trust. Mark still has concerns. Perhaps the Board can see one event in person. Tina looked up the schedule; there is one in Billerica in September, one in Osterville in October.

### **Director's Vacation Time**

See below

### **Personnel Subcommittee**

Lawrence, Jim, and Sue met with Wendy Hurley to discuss the Director's comp time and vacation time. The City does not have a comp time policy while the Library has a long history of comp time usage. Sue stated a policy is needed moving forward. Eladia asked if the Library can continue with a comp time policy if the city does not have one. Mark said that the short answer is "yes". Jim said he does not want to get into the discussion; that it is for the personnel subcommittee to discuss.

Sue asked Sondra to speak regarding her vacation time. Mark said the Board took a back seat to the Director's hiring process regarding the terms of Sondra's employment and regrets it now. Eladia does not want to dictate how Sondra takes vacation time but asks that taking four weeks at once as a department head not be a yearly occurrence. Jim stated no decision was made regarding comp or vacation time when the subcommittee met. Per the August minutes, the committee was supposed to decide before tonight's meeting. Sondra reiterated she is taking 8 comp days for the wedding and all vacation days for her honeymoon. She is out September 25-Oct 4 and November 1 - Dec 2.

Sondra apologized for the trouble the comp/vacation time issue has caused and thanked the Board. The Board voted unanimously to approve Sondra's comp and

vacation time (LN/ER). Jim said the Board was making a mistake not setting comp policy for all Library staff. Mark stated the Board sets the policy for the Director's position, not the Library staff. Several Board members agreed that it is not in the Board's perview to set policy for staff. Jim stated this could lead to inconsistency. Lawrence suggested the Board refresh what it's role is which is to supervise the Director and not staff.

## **NEW BUSINESS**

### **Part-time Information Desk Assistant**

Sondra reported that Jorge Huerfano is the new Info Desk assistant. He loves technology, has been working at a college library for 3 years, and speaks Spanish. Motion to approve Jorge's hiring (SCZ/ER)

### **Part-time Circulation Desk Staff**

Cheryl Stillman is leaving to work at the Lunenburg Library. Cheryl has agreed to stay and work Fridays through September and will work her scheduled Sundays. Sondra reported that we are a great Library to train and at which to gain experience but due to low pay staff leave. Most other libraries pay \$17-20/hour for the same position. The Board stated that Leominster Library should pay more. The budget does not currently allow for higher pay.

### **Mini Split in Basement**

The mini split in the electrical room in the basement can't be fixed. The two quotes received to fix it are for \$10,600 and \$9999. Mark thinks the price is double what it should be and will get names for additional quotes.

### **West Street Door**

Roz reported that staff have trouble locking and unlocking the doors and asked if it is possible to change the locking mechanism. Mark suggested having Jim's Lock and Key or another vendor look and see what can be done.

### **Millette Memorial Fund Transfer**

Sondra asked for \$750 to be transferred from the Millette Trust Fund for the "What's It Worth: program. Motion to approve (SCZ/ER). Sondra will bring up a request for a \$2000 transfer to the working fund for a Christmas program to a later meeting.

### **O'Donnell Fund Transfer**

Sondra requested \$350 be transferred from the O'Donnell Fund for an art program with Greg Maicheck. Motion to approve (ER/JD).

### **Traveler's Insurance for Artwork**

In the past trust funds have covered the fee for traveler's insurance for artwork in the Library in the amount of \$568. Mark asked Sondra to look for a listing of what was appraised and when the last time an appraisal occurred. Sondra will also look in to the secretary desk next to the Info desk and see if it is insured separately. Lori and Sondra will find an appropriate fund from which to pay the insurance. Motion to approve (ER/SCZ).

### **CMLA Annual Meeting**

The Library is hosting the Central MA Library Advocates first annual meeting on Monday, September 23<sup>rd</sup> at 12pm. The Board is welcome to attend.

### **Announcements**

#### **Director**

Sondra mentioned the change in dates for the October and November meetings due to Monday Holidays. The next two Board meetings will be on October 21 (instead of October 14<sup>th</sup>) due to Columbus Day and November 18 (instead of November 11) due to Veteran's Day.

#### **Trustees**

#### **Friends**

The meeting adjourned at 6:08pm (SCZ/LN).