

Trustee Meeting Minutes

August 10, 2020

The regular monthly meeting of the Leominster Public Library Board of Trustees was held via GoToMeeting teleconference on Monday, August 10, 2020. The meeting was called to order at 5:00 PM.

In attendance were: Chairperson Mark Bodanza, Vice Chairperson Susan Chalifoux Zephir, Secretary Lawrence Nfor, Susan Shelton, Joanne D'Onfro, and James Despo. Others present included Library Director Sondra Murphy, and Assistant Director Nicole Piermarini.

APPROVAL OF MINUTES

Approval of the July 13, 2020 Trustee Meeting Minutes was continued to the September 14, 2020 meeting.

DIRECTOR'S REPORT

Clarification was made regarding FY20 overspent budget line items. A mini split was installed in the basement server room resulting in the overage in the building and grounds line item. The library supply line overage was spent on items needed to prepare for FY21 including: genre stickers for teen room, book labeling supplies, two new books trucks for the children's room, new endcap signs to help with new traffic flow patterns due to Covid19, and outdoor sign holders for curbside and appointment signs.

OLD BUSINESS

Library Reopening and Hours:

The Director relayed a conversation between the Mayor and Chairperson regarding staff compensation in the event of Covid19 exposure. In the event of a positive test or exposure leading to quarantine staff would be paid. Staff who are able to work from home would do so. Staff who become sick due to the virus are able to use their own sick time to stay home, work

from home if possible, or apply for workers' compensation. The Human Resources Director is working on a city-wide plan.

The Director relayed staff concerns that they may not qualify for workers' compensation because the staff do not pay into it. Part-staff are concerned as they are unable to work from home. The Director recommended that if the library needs to be closed due to an exposure that all staff receive pay. The trustees requested the Director verify library staff's ability to collect worker's compensation.

The library is currently staffed Monday through Friday 9am to 5pm and Saturday 9am to 1pm. Typically, the library hours of operation change after Labor Day. The Director recommended revisiting the hours of operation monthly. Patrons are able to conduct their business in the current hours and have not expressed a need for evening or expanded weekend hours. The trustees agreed to keep the current hours and revisit monthly.

Building Management System Upgrade:

The Director reported that the server build is underway, and installation is expected to occur later this week. The funding for this project will be coming out of the library budget. A letter was sent to the Mayor and Comptroller letting them know of this expense and, that because of the large expense, there may be a need later in the fiscal year.

Curbside and Return Statistics:

The Director provided an overview of the curbside and return statistics. The Director relayed it may be possible to get a figure of how many items due before the library closed have been returned. If this is possible it will be presented to the board at the next meeting.

Part-time Staff Increases:

The Director reported the last part-time staff wage increase was in FY17. She clarified that municipalities are not required to adhere to the state minimum wage but, because of money saved due to staff vacancies and the hiring freeze, the library has enough funds to give all part

time staff a raise to meet the January 1, 2021 state minimum wage. The Director relayed the Comptroller stated a retroactive increase is possible pending approval by the Board of Trustees.

Trustee Shelton moved “to approve the part-time hourly increase as projected by Sondra retroactive to July 1, 2020” (JDO). The motion was adopted. Roll Call Vote: 6-0.

NEW BUSINESS

Upcoming Holiday Hours:

The Director proposed closing the library Saturday, September 5, 2020 in observance of the Labor Day Holiday. The library would close at 5pm on Friday, September 4, 2020 and reopen Tuesday, September 8, 2020 at 9am.

Trustee Nfor moved to “adopt the proposal made by the Director” (SCZ). The motion was adopted. Roll Call Vote: 6-0.

FY21 Action Plan Review:

The majority of the items related to collection management have been completed. Items related to programming will have to be adjusted in light of restrictions due to Covid19.

Server Project Update:

HiQ has assumed control of the file server project. The upgrade is expected to occur in the next two months.

Art Audit:

The artwork in the building was audited noting changes in location and additions to the collection. Preliminary research was done on items added to the collection. The Director inquired if the trustees would like updated appraisals.

Trustee Shelton noted an appraisal of all artwork was done by Skinner Auctioneers & Appraisers in 2013. The trustees requested the most current appraisal be located and provided. This item will remain on the agenda for the September 14, 2020 meeting.

ANNOUNCEMENTS

The trustees announced there would be a special executive session meeting held in person Monday, August 17 at 5:00 pm to strategize regarding the Director's contract.

The meeting adjourned at 5:42 PM. (LN/SCZ)

Nicole Piermarini, Acting Interim Director

Approved:

Mark Bodanza, Chairperson

Susan Chalifoux Zephir, Vice Chairperson

Lawrence Nfor, Secretary

Susan Shelton

Joanne D'Onfro

James Despo