

Trustee Meeting Minutes

May 10, 2021

The May 2021 meeting of the Leominster Public Library Board of Trustees was held on Monday, May 10, 2021, via Go To Meeting Teleconference.

In attendance were: Chairperson Mark Bodanza, Vice Chairperson Susan Chalifoux Zephir, Secretary Lawrence NFOR, Joanne D'Onfro, Jim Despo and Susan Shelton. Also present were the Library Director Alexander Lent, and Assistant Library Director Nicole Piermarini.

The chairperson called the meeting to order at 5:00 PM.

PUBLIC FORUM

No one addressed the board in the public forum

APPROVAL OF MINUTES

The minutes of the April 12, 2021 meeting was approved (SCZ / SS) by a 6-0 vote.

LIBRARY REPORT

The Director's report was reviewed, and the Director updated the board about the case where the city hall reached out via email about a patron who thought the library was being discriminatory as concerns wearing a mask. The Director reached out to the patron, reviewed library mask policy and also to both the Board of health and the Mass Board of Library commissioners, to ensure that the policy is still acceptable. Curbside service is available for those who cannot wear a mask and patron has used this service in the past. The Library feels strongly there was no discriminatory behavior.

OLD BUSINESS

Staffing update: The Director reported that beginning May 17, 2021, Jaqueline Butler will be Tech Services Assistant and so her previous part-time position will now be posted.

FY2022 Budget Proposal: Budget proposal was sent in with a little correction (error noticed). Still waiting to hear/read from the city hall.

NEW BUSINESS

Second Budget Transfer Request:

Due to the projected balance left over at year end due to staffing, the Director would like to request a transfer of \$100,000 to take care of building issues and book budget.

A motion (SS/SCZ) was made and accepted to make the budget transfer. Vote 6-0

Millette Family Trust:

A meeting with Ms. Millette on April 9, 2021. She authorized that \$2,000 be transferred for pickup craft. \$1,225.14 is the amount needed to accomplish this. Motion (JD'O/SCZ) was made and approved for this transfer.

Library Reopening Plan:

August 1, 2021 was set by the Baker administration to reopen. A revised plan was proposed by the Director – reordering and renaming the initially approved library plan, with goal of September 7, 2021 as back to normal operations. Included in the plan are increased number of hours beginning July 3, including some hours on Saturdays browsing to begin June 1. A motion was made seconded (SS/SCZ) and approved to begin the expanded Saturday hours, use of the available study rooms and give the director authority to open doors when allowed by the board of health. Vote of 6-0.

Policy Updates:

Mask Memo: Starting May 11, 2021 the mask policy will be adjusted with respect to the new guidelines concerning masks for minors, 2 to 5 years old encouraged to wear masks for safety. (LN/JD'O). Vote 6-0

Food and Drink Memo: Similarly, a temporary memo suspending food in the library (SS/LN) was accepted by vote 6-0

Code of Conduct Policy: After close deliberations, adjustments were made to the code of conduct policy that the Director has authority to immediately notify the board if and when a no trespass order is issued to a patron. (JD/JD'O). Motion was approved by vote 6-0.

Director Goals:

Goals for the year were laid out by Director and reviewed by the personnel subcommittee. The goals were approved by the board after motion was made and seconded (SCZ/ SS) that the goals be adopted, adding capital budget. Vote 6-0.

Question on Investment.

It was recommended that the trust manager be contacted to understand the high cash 75% in insured cash account – why not invested. The board chair would bring this up with the trust manager and inform the board.

Due to some members being out of state at the time of the next meeting, it was suggested that we still have a teleconference for the meeting of June 2021.

The meeting adjourned (LN/SCZ) at 6:03PM.

Humbly Submitted,
Lawrence NFOR,
Board Secretary.