

Trustee Meeting Minutes

November 8, 2021

The November meeting of the Leominster Public Library Board of Trustees was held on Monday, November 8, 2021, in-person at the conference room of the library.

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

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

PUBLIC FORUM

There was no one in attendance to address the board in the public forum

APPROVAL OF MINUTES

Edits to the minutes from October 12, 2021:

- In FUNDRAISING, under OLD BUSINESS, please insert “a project,” between “include” and “a target due date.”
- In LONG OVERDUE MATERIALS in the same section, please replace “all others” with “all other future data cleanups”.

Minutes were then approved as edited (JD/JD'O) Vote 4-0.

LIBRARY REPORT

Discussion on past practice of closing on Thanksgiving and Good Friday. Vote to provide staff working on the Saturday after Thanksgiving instead of the Friday after Thanksgiving with a floating holiday if the Mayor closes the library on the Friday after Thanksgiving. Approved (JD/JD'O) Vote: 4-0

OLD BUSINESS

Fundraising: Director recommends waiting on additional fundraising steps until the PayPal button/account is set up. Next month will have details on items for Maker Space.

Local History Room Usage Policy: Edits to revised policy: "For photocopies researchers should speak to a staff member."

Vote to approve revised Valuable Collection Policy as edited (JD/JD'O) Vote 4-0 approved

Noted that the Library of Things Policy will return to the agenda once staff look into it more fully.

NEW BUSINESS

Discussion of clock with an assessed value of \$16,000 offered to the library for \$6,000. Director instructed to clarify what the seller would like to receive, and to offer the seller \$4,000 with the remaining \$12,000 of value considered a tax deductible donation.

Action Plan: Discussion on how the action plan relates to the strategic plan. Vote to approve FY2023 Action Plan (JD'O/SCZ) Vote: 4-0 approved

No Trespass Orders: Trustees would like to know closer to January 2 expiration if the teens are in good standing with the school and if they are still harassing the YA volunteer.

Customer Service Policy: Change 7 to "Every Effort will be made to favor the patron in policy ambiguities. A staff member will not be penalized for errors made in good faith while trying to carry out a policy."

Vote to approve revised Customer Service Policy with revision (JD'O/SCZ) Vote: 4-0 approved

Meeting adjourned at 5:38pm (SCZ/JD)

News from Roz, will be able to get back to work in January 2022.

Submitted by Lawrence NFOR, Board Secretary

(From Notes by Alex, Nicole, and Audio recording).