

Board of Trustees
Leominster Public Library
Meeting Minutes
October 11, 2022

The October 2022 meeting of the Leominster Public Library Board of Trustees was held on Tuesday, October 11, 2022, in the Large Historical Conference Room on the second floor of the library.

In attendance were Trustees Mark Bodanza, Jim Despo, Joey D’Onfro, and Susan Shelton. Absent were Trustees Lawrence NFOR and Susan Chalifoux-Zephir. Also in attendance were Library Director Alex Lent and Assistant Library Director Nicole Butler. Library staff members Michael Conboy, Diane Sanabria, and Renée Wheeler were present to introduce themselves to the Board.

The Board Chair called the meeting to order at 5:00 pm.

OPEN FORUM

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

STAFF INTRODUCTIONS

Michael Conboy, Diane Sanabria, and Renée Wheeler introduced themselves to the Board. Additional staff will introduce themselves at upcoming meetings of the Board of Trustees.

MINUTES

The minutes of the July 11, 2022 meeting were approved. The minutes of the September 12, 2022 meetings were approved as corrected. (JD/SS)

LIBRARY REPORT

The Library Report was presented by the Director who reviewed the Financial Dashboard, indicating that salaries usage was progressing as expected, the operations budget use was slightly slower in July than in previous years but has since caught up, and the State Aid account is at \$404,000 which is \$175,000 higher than it was when it was last used in FY2020.

The Director provided updates on the new transfer procedure for the Library’s trust accounts. The Treasure and Comptroller require approved meeting minutes and a letter signed by the Board Chair detailing the transfers. A letter detailing transfers from 2019 through 2021 was submitted following the new procedures. A second letter detailing 2022 transfers will be submitted now that the September minutes are approved.

The Director reviewed the building and grounds report, noting that quotes were received for the carpet replacement project. The library will be seeking a new vendor to take over the intrusion alarm system. Funding for this was requested on the Capital Plan and is pending approval by the Mayor’s Office and the Comptroller’s Office.

The Director noted that CWMARS voted to go fine-free, requiring all new members to be fine-free and encouraging existing members to go fine-free. 85% of the network is now fine-free. The Library is grandfathered in and does not need to make any changes.

The FY2024 action plan is due to the MBLC on December 1, 2022. A draft of that plan along with updates from the FY2023 plan and a final report on the FY2022 plan will be presented at the November meeting.

OLD BUSINESS

Capital Requests

The library submitted capital requests for FY2023 through FY2027 to the Comptroller's Office and is awaiting a response.

Patron Issues

Nothing was reported.

Strategic Planning

Susan Chalifoux-Zephir agreed to serve as the Board of Trustees liaison to the Strategic Planning Committee. Trustee Despo moved to vote this in (SS). The motion was adopted. Vote 4-0.

NEW BUSINESS

Food for Fines – The Director proposed once again offering “Food for Fines” between November 1 and December 31, where patrons would bring in food donations instead of paying overdue fines. The food donations would go to Ginny's and the Spanish American Center. Each item takes \$2 off donor's account. Trustee Shelton moved to offer “Food for Fines” again this year (JCD). The motion was approved. Vote 4-0.

Trustees Shelton and D'Onfro requested context about the Director's review process and asked clarifying questions about the Director's annual goals. Trustee Despo will share the comment section from the Director's review and call a meeting of the Personnel Subcommittee.

ANNOUNCEMENTS

Staff Member Aly White is expecting a baby.

The meeting adjourned at 5:33pm. (JD/JCD)

Alex Lent, Library Director

Nicole Butler, Assistant Director