

Trustee Meeting Minutes

January 9, 2023

The January 2023 meeting of the Leominster Public Library Board of Trustees was held on Monday, January 9, 2023, at the historical conference room of the library.

In attendance were Susan Chalifoux Zephir, Lawrence NFOR, Susan Shelton, Joanne D'Onfro and Jim Despo. Board Chair Mark Bodanza was absent for the day. Also present were the Library Director Alexander Lent and Nicole Butler, the Assistant Director. Present as well to meet and greet the Trustees were staff members, Ann Finch, Beth DuPuis, and Melissa Paquette.

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

OPEN FORUM

No one was available to address the Board in the open forum

Staff Introductions: After Trustees introduced themselves to the members of staff present, we had them introduce themselves and state their roles at the library. They also shared a few things of interest to know about each of them present. It was great to meet the people who make this library great and to see the impact of their collective (40+) years serving our community through the library.

APPROVAL OF MINUTES

The minutes of the board of trustees meeting of November 2022 (SS/JD) and December 2022 (JCD/SS) were approved. Observation to the November minutes: An adult is allowed to browse material in the Children's room, or speak to Staff but not allowed to linger if they are not present with a child/children. These were all updated prior to meeting.

LIBRARY REPORT

The Library Report was accepted as presented with all updates from the Director.

OLD BUSINESS

Patron Issues: The director reported that he handled and is currently working with the Leominster Police Department on a repeated issue with a patron who has become lately, very aggressive.

NEW BUSINESS

Staffing Update: May Lee Tom, Head of Technical Services will be retiring effective April 1, 2023. She will be greatly missed and though very surprised, it is exciting to know how much she has meant to the library. The position will be posted soon.

Pay Increase for Part-Time Staff: Adjustments to be made for all part-time staff, given the new rates for the state, were presented and all other internal adjustments and impact, was discussed and approved to take effect as from January 1, 2023 (JD/JCD).

Donation A one-time gift was made to the library with no designation and so the board upon reviewing, concluded that the gift be made to Gifts and Donations (JCD/SCZ).

Library Director Vacation Request The director requested two vacation days in February – 23rd and 24th. This was approved by the board (JD/SS).

Collection Policy Page 72 reflects the current policy that was updated from a document that existed from the early 1990s (page 39). A typo was corrected on the document - format instead of forma. It was reviewed and accepted by the entire board (SS/JCD).

Code of Conduct Policy The current policy on page 35 was updated/amended, page 37, and approved after review by the board (JD/SS).

Announcements:

No announcements.

The meeting adjourned at 5:41PM (JD/JCD).

Lawrence NFOR,
Board Secretary.