

## Trustee Meeting Minutes

September 11, 2023

The September 2023 meeting of the Leominster Public Library Board of Trustees was held on Monday, September 11, 2023, at the historical conference room of the library.

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

The chair, Mr Bodanza, called the meeting to order at 5:05PM

### **OPEN FORUM**

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

### **APPROVAL OF MINUTES**

Minutes of the July meeting were approved with grammar edits.

Though not on agenda, there were two staff members present to introduce themselves to the board - Circulation and Reception Assistants Patty Marquis and Technical Services Assistant Jaque Butler. Both clearly articulated the value of the library to them and the family feeling they have as they serve the community in the library. Jaque further explained the beauty in diversity and population growth of the Portuguese population. She further shared how she has been able to assist patrons at the library as well as publicize the library services in these minority communities.

### **LIBRARY REPORT**

The Library Report was presented with highlight on the sump pump and the work it has been able to do. Lots of detail was shared on City Hall procedure in approvals of projects and bids. Issuance of replacement library cards without charge at the high school was approved by vote (SS/SCZ). The report was approved.

## OLD BUSINESS

**Patron Issues:** No new No Trespass Orders issued. One NTO expired and the patron concerned has returned to the library with no issue.

## NEW BUSINESS

**Staffing Update** With Catherine Sebastian hired as Head of Technical Services, the library is fully staffed.

**Part-Time Staff Pay Increase** The proposal on page 30 was approved as it is in line with other departments within this city as well. Raises will be applied as approved (JCD/SS) within the current fiscal year as noted in September 11, 2023 letter.

**Adjustment to collection policy** The director suggested an addition to the Request for Reconsideration section: “The Library Director may communicate with the patron to discuss and attempt to address their concerns prior to submitting the formal Statement of Concern to the Board of Trustees.” Proposed line was approved (JCD/SS).

**Filming in the Library** The First Amendment of July 14<sup>th</sup> brought a few things to light that created more awareness amongst staff as well as city departments. The request from the director was get board endorsement for library to accommodate such audits with full cooperation, per recommendations received. Board accepted as proposed.

**Leominster Art Association Financial Transfer** Mark recused himself from this discussion given his direct involvement with the dissolution of the association. It was agreed that the library accept the financial transfer, restricted to art activities at the library (SS/JCD).

## ANNOUNCEMENTS:

Good news, our Head of Adult Services is expecting her first child in January. Congratulations!

The meeting adjourned at 5:51PM (SCZ/JCD).

Lawrence NFOR, Board Secretary.