

**Leominster Public Library
Board of Trustees
Meeting Minutes
November 26, 2018**

The November meeting of the Leominster Public Library Board of Trustees was held on Monday, November 26, 2018 in the Leominster Public Library Conference Room.

In attendance were - Chair, Mark Bodanza, Secretary Lawrence Nfor, Sue Chalifoux Zephir, Carrie Noseworthy, and Jim Despo. Also in attendance were Sondra Murphy, Brittany Recker, and Tina McAndrew. Absent was Eladia Romero.

The Chair called the meeting to order at 5:02pm.

OPEN FORUM

APPROVAL OF MINUTES

The minutes of the October, 2018 meeting were approved (JD/SCZ) with some minor edits suggested by Lawrence. These changes were made.

DIRECTOR'S REPORT

The Director's report for the month of October 2018 was accepted.

OLD BUSINESS

Discussion about Abbey Capital proposal

Rich Rogers sent a proposal in writing with a fee structure that is substantially less than the current one at the Community Foundation. The Board needs to decide how it wants the funds invested as the Board entrusted it to the Community Foundation with the thought the funds would eventually be withdrawn for a security system. Sondra will create a Capital Plan for these funds for the Board to approve in order to plan for the future. Motion to move the funds to Abbey Capital was approved (LN/JD). Sondra will contact Rich to transfer the funds.

NEW BUSINESS

Holiday Closures

City Hall employees will report a half hour earlier at 8am to work until 12pm. Library personnel can report at normal start times and close at noon.

VITA Update

Sondra explained VITA is a volunteer income tax assistance program which Tim had been coordinating

with LCU and Brittany planned to take over. The site coordinator that works at LCU no longer wants to do it and as of yet no one else has volunteered to take the role. Sondra reached out to Enterprise Bank but there was no interest although Enterprise said it will ask Rotary. There is concern that there will be a lot of push back and complaints to Library Staff. Sondra appealed to the Board for any suggestions of people who could take over. Sondra will make a list of other organizations people can go to when they come in for help. Lawrence requested that Brittany reach out to LCU to see if the volunteers would still be willing to help without the site coordinator. Sondra will write a letter to the paper to express disappointment that VITA is in jeopardy and will appeal to future volunteers.

O'Donnell Proposals

Library staff on the programming committee would like to use the O'Donnell Fund on a fiscal year rather than a calendar year to make it consistent with other Library programming funds. Motion approved (SCZ/CN).

Building Fund Request – Furniture

Since furniture was one of the cuts made during the building project and staff desks are decades old and falling apart, Sondra requested to buy four new desks beginning with the Tech Services Department. Desks that the Library is interested in buying raise and lower by motor and are approximately \$2,000/piece. Before the Board approves any purchase, Mark would like to see a vision for all new furniture needs. Mark also suggested new carpet in the stairwell in the newer section of library. Newer and additional cameras were also suggested as were panic buttons and walkie talkies for safety.

LED LIGHTS

The new LED lights will cost \$8000 initially but will save \$15000/per year with rebates. Charlie has already changed most lights in the Children's Room. The change was started with a bulb recommended by Needham Electric but it caused headaches for some staff members. Charlie now put in a pinker, less wattage bulb which is working much better.

Gifts and Donations Policy

Sondra and Tina rewrote the G&D Policy and created a new form. Sue suggested we rename the policy and Lawrence suggested we combine this policy with the Art and Artifacts Policy. Motion to adopt G&D Policy with provision that A&A policy will be merged was approved (LN/JD).

Community Spaces Policy

Brittany explained we removed the approval process for requesting use of community space and that once a request is filled out Staff will approve. The name was changed to be more inviting to the community and the time frame for submittal of requests was tweaked to give opportunity for more groups to book. With the new website the requests will all be online. A concern of the Library's is the request from Condo Associations to use our Large Meeting Room. Agreement was made that these Associations can use the Friends Room as their meetings aren't truly open to the public but geared

to a small membership. With the new policy approval there should be consistency and the Library will make a list of other places that these Associations can use. Policy approved (SCZ/LN).

Computer and Internet Policy

Brittany reported this policy hadn't been updated since 2007 and is now modernized and less wordy. The policy also allows Staff to better regulate what people are looking at. Policy approved (LN/JD).

Donated Atlas Request

Brittany received a call from a patron who donated an 1800's era atlas about 10 years ago. The Library has no Deed of Gift but believes the atlas was given to Jeannine. The donated atlas was in need of binding repair and the Library currently has two atlases in similar shape. The patron returned to see if the atlas had been repaired and if not wanted it back. Mark suggested having the two atlases rebound to have it available for patron use. Mark suggested using Dunn Books in Clinton.

Sondra explained we have set up an internship to students obtaining their MLS degree to help with organizing and cataloging the historical items. Currently yearbooks are being digitized and when the new website is complete will be accessible online.

Technology Strategic Plan

Brittany will be updating the Technology Strategic Plan to replace public and staff computers since most computers are from 2010. The goal is to have these computers replaced every four years, have copiers/printers replaced every five years, and software replaced every two years. Goals such as obtaining loanable technology, different programs on technology, and staff training are being outlined. Brittany also explained the Library will be undergoing a wiring update to CAT 6 in the server room and several power jacks in the ceiling on the second the floor will be connected.

ANNOUNCEMENTS

Director

Sondra discussed the branding and logo project and the Common Good Grant that the Library may be eligible for which would allow the Library to do this project for half the normal cost. It isn't just a logo creation but also a marketing plan from strategy to identity. Sondra reported a staffing change: Marissa Monteiro will be starting as the Outreach Coordinator on December 3rd and Nick Hannon was hired to take the circulation position Marissa left. Nick started November 26th.

Silent Disco event made the front page of the paper.

Trustees

Friends

The meeting adjourned at 6:11pm (LN/MB).