

**Leominster Public Library  
Board of Trustees  
Meeting Minutes  
December 10, 2018**

The November meeting of the Leominster Public Library Board of Trustees was held on Monday, December 10, 2018 in the Leominster Public Library Conference Room.

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

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

**OPEN FORUM**

**APPROVAL OF MINUTES**

The minutes of the November 2018 meeting were approved (SCZ/JD) with a minor edit.

**DIRECTOR'S REPORT**

The Director's report for the month of November 2018 was accepted. Sondra and Tina discussed the outcome of the Staff Meeting.

**OLD BUSINESS**

**Building Fund Switchover Update**

Sondra reached out to Rich Rogers and the Community Foundation to begin the transfer of funds. The Community Foundation requested the minutes from the November meeting be approved first. The transfer should be complete before the next Board meeting.

**Library Building Fund Policy**

Motion to approve (CN/SCZ)

**Gift & Donation Policy**

The Art and Artifact and Gifts and Donation Policies were merged into one document. The Board discussed the possibility of creating a minimum amount to create a trust fund which included Beatrice Friedman's request to start a trust with \$500 to fund programs and books about American History. Motion to accept \$500 from Beatrice Friedman for programs and books about history (SCZ/LN)

## **NEW BUSINESS**

### **Holiday Closures – NYE**

City Hall is closing at 1pm on New Year's Eve. The Library will follow the same schedule. Motion to approve (SCZ/JD)

### **Action Plan FY2020**

Sondra sent the Action Plan which begins in July 2020 to the State after updating the action items with a timeline. Sondra announced the addition of a world language collection with Spanish and Portuguese books and mentioned the future hiring of two additional people part time, one to staff the Information Desk and one to staff the Cormier Center.

### **Public Posting Policy**

Sondra updated the policy due to complaints about certain flyers not being posted. The old policy stated that any item with a cost or price on it could not be posted. Sondra changed the language to allow for posting of events that are benefits or donation-based. Sue asked if items posted on the bulletin board are posted online. Once the website is updated the Board will discuss including online postings to add to the policy. Motion to approve (ER/CN).

### **Library of Things Policy**

Sondra gave examples of the Library of Things collection. Now one inclusive policy for loanable "things" exists. Motion to approve (SCZ/CN).

Tina will make a binder for Board members which will include the Library's policies, mission statement, action plan, list of all the trust funds, and the Trustee Handbook. The Board will recap all the updated policies at the January 2019 meeting.

### **Deed of Gift Louis Charpentier**

Two wooden art projects were donated by a woman from the Reliant Medical Group who moved out of Leominster. Mark suggested contacting the mayor to see if the Mayor's Office would like them since we do not need them added to the Library collection.

## **ANNOUNCEMENTS**

### **Director**

Sondra will develop meeting dates for the Board for the 2019 year. January 14 will be the first Board meeting at which the Board will discuss Monday holiday Board meeting changes.

The meeting adjourned at 5:47pm (CN/SCZ).