

Trustee Meeting Minutes

February 12, 2018

The February meeting of the Leominster Public Library Board of Trustees was held on Monday, February 12, 2018.

In attendance were: Chairperson Mark Bodanza, Vice Chairperson Susan Chalifoux Zephir, Lawrence NFOR, Carrie Noseworthy, Eladia Romero and James Despo. Also in attendance was Sondra Murphy, the Library Director.

The meeting was called to order at 5:02 PM.

APPROVAL OF MINUTES

The minutes of the January 8, 2018 meeting and the emergency meeting of January 25, 2018 were approved (SC/ER).

OLD BUSINESS

An update was given by the Director, Sondra, on the position of a Building Maintenance/Craftsman position. Three candidates were selected and sent to the Human Resources Director, Wendy for invitation to an interview. Members of the interview committee would include the Library Director, the Human Resources Director of the City of Leominster, Alby Donaldson, the outgoing Maintenance/Craftsman, and Trustee Susan Chalifoux.

On Technology updates, it was noted that it remains an on-going process with a few significant modifications needed and suggested by the Director. The on-going copy/print project still in testing, and another need in technology was the fact that the Library website is owned by the City of Leominster. This is a question for the City Treasurer, David Laplante. Also, observed was that it would be nice to have Tim Silva attend the board meeting to give technology updates, given that he has been working on this for a while as the tech contact, for the library. It was also noted that the website is in great need of an upgrade and making it also ADA compliant. Given that it was included in the Strategic plan and in the 2019 action plan, it was recommended that

the Library Director, look into the costs associated with a rebuild of the website and signage at the library. Given that the cost would have to go to bid, it was recommended that this be carried out in time to ensure the funds are encumbered before year end.

The action plan for FY19 was brought up for discussion so as to ensure the Library Director is familiar and engaged in realization of this plan generally as well as specifically for 2019 action plan. Among other things, the Library Director brought the need for an emergency training, live shooter training, ALICE training to ensure there is a plan in place in case we have a need. Ms. Noseworthy also indicated that Emergency Management has been made aware and would be expecting the new Library Director's visit, when time necessitates. The Director was asked to bring this request to the Mayor's office for a training plan.

The Director also brought to the board the need for an Assistant Director to assist in the functions of the office and to move on some of the strategic plans as well as evaluations needed by the staff for career growth.

The work schedule of the former Library Director was discussed and agreed upon generally that Sondra, would call on the assistance when need be. This is because Ms. Shelton made herself available on call. The question arose on whether or not to keep the email accounts for both former Assistant Director as well as former Director be kept open. This question was concluded that the Human Resources Director be contacted on what the policy is and transition to closing the accounts while maintaining the accounts for all relevant data. A question relating to the number of hours worked by library staff and Director came up and the board asked that the Library Director look into the reason for the modification of the number of hours worked or scheduled by the library staff to 34.

NEW BUSINESS

As required annually, the officers of the Board of Trustees of the Leominster Public Library were elected as follows:

Chair: Mark Bodanza, **Vice Chair:** Susan Chalifoux Zephir, **Secretary:** Lawrence NFOR

ANNOUNCEMENT

Carol, Nancy and Meredith would still like to assist in planning a staff appreciation luncheon early spring. It was agreed that we jointly make some contributions for this event in appreciation of the work of the Library staff. Planning for a party for our retired board members as well as former Assistant Director is on-going as well.

The Director suggested that the packets for the meeting be made available electronically to all members of the board before the meeting, rather than mailing individual packets. It was agreed that these be sent electronically and any members who would like hard copies, make a request, stop by and pick them up. This was decided to reduce the mailing issues where packets arrived late and did not give the board members enough time to review the content.

The Board was notified, by the Director, that due to limited space in the shelves, they will be trying a three month period where DVDs would be taken out of the plastic cases. After that period a report will be made available to compare its impact on the safety of the DVDs, and the benefits of space and ease of sorting by patrons.

The PLA conference is holding in the month of March in Philadelphia, and the Director would like to attend with Tim Silva, Head of Adult Services. The Board concluded that given that there is some funds available in professional development, the Director can go on with travel plans and notify if need be for a bit more to cover the expenses.

The holiday schedule for the year was made available and it was moved and carried that it be approved as presented based on the City Hall closings (SC/JD).

One other need raised by the Director, was the need to have a staff meeting for about two hours. It was deliberated and concluded that it be moved to the next Board meeting for a closer deliberation on the details with respect to its impact on our patrons.

The meeting was adjourned at 6:02 PM.

Humbly Submitted,
Lawrence NFOR,
Board Secretary.