

## Trustee Meeting Minutes

August 13, 2018

The August meeting of the Leominster Public Library Board of Trustees was held on Monday, August 13, 2018, in the Leominster Public Library Conference Room.

In attendance were: Chairperson Mark Bodanza, Vice Chairperson Susan Chalifoux Zephir, Secretary Lawrence NFOR, Eladia Romero, Carrie Noseworthy and Jim Despo. Also in attendance were Sondra Murphy, the Library Director and Gennifer Dorgan as guest.

The meeting was called to order at 5:07 PM.

### **APPROVAL OF MINUTES**

The minutes of the July 9, 2018 meeting were approved without any questions (ER/CN).

### **DIRECTOR'S REPORT**

The Director's report for the month of July 2018 was accepted unanimously as presented.

### **OLD BUSINESS**

Our first item was the discussion on shared space with the adult literacy program. Ms. Gennifer Dorgan was present to answer some of the questions the board had with respect to the reason why Fitchburg Library stopped housing this program and what would be needed to share building use with this program. After a detailed question and answer session, it was concluded that the Leominster Public Library Director, Ms. Murphy would contact the Fitchburg Library Director to obtain more information on grant language and the expired contract detail to facilitate a decision in our next meeting on September 10, 2018.

Update given by the Library Director on the hiring process of an Assistant Library Director was brief – a second round of interviews is scheduled and process so far is promising.

The library laptop lending policy and agreements were reviewed and approved (SC/JD).

### **NEW BUSINESS**

Deed of Gift Acceptance: The Board of Trustees reviewed a gift that was brought to the Library to be displayed and a motion to decline was accepted (CN/ER).

On the replacement and service of Library cameras, a proposal and service agreement from Johnson Controls was reviewed and approved for \$2,877.00, given the detail of work to be done and possible future needs.

A Technology and Reference Librarian update was given by the Library Director with a clear plan on the interviews. Two interviews were scheduled for August 14, 2018 and another for Wednesday August 15, 2018. The Director is hopeful on getting some great candidates in the pool to hire from.

## **ANNOUNCEMENTS**

From the Director

Rebranding fall events as Leominster Library University, will be kicked off early September and starts September 15, 2018.

The month of September is also Library Card Sign Up month. Free replacement cards will be issued to all patrons who need one.

The month of October is Booktober where we will be having book themed programs.

Books donated to typewriter as well.

The board meeting adjourned at 6:00 PM. (JD/ER)

Humbly Submitted,

Lawrence NFOR,

Board Secretary.