

**Leominster Public Library
Board of Trustees
Meeting Minutes
October 21, 2019**

The October meeting of the Leominster Public Library Board of Trustees was held on Monday, October 21, 2019 in the Leominster Public Library Conference Room.

In attendance were - Chair, Mark Bodanza, Lawrence Nfor, Sue Chalifoux Zephir, Eladia Romero, Joanne D'Onfrio, and Jim Despo. Also in attendance were Sondra Murphy and Tina McAndrew.

The Chair called the meeting to order at 5:12pm.

**OPEN FORUM
APPROVAL OF MINUTES**

The minutes of the September 2019 meeting were approved (SCZ/ER).

DIRECTOR'S REPORT

Sue suggested contacting outside companies such as AbeBooks and Alibris to donate our weeded books.

OLD BUSINESS

Rebranding Project: Logo & Website

Sondra reviewed the logo including the color study and font study, with examples of business cards, library cards, letterhead, and signage. The Young Adult Center would use the lime green of the logo as its accent color and the Children's Room would use the apple color.

Sue asked if Sondra had spoken with the Mayor to discuss uniformity of the Library's logo with that of the city. Board members were not a fan of the burgundy color.

Lawrence suggested the green color as it appeals to a younger population which is a goal of the strategic plan of the Library. Eladia asked why Leominster blue was not being used; Sondra replied it does not fit the greens, yellows, and burgundy of the Library carpet, walls, and furniture. Mark stated nothing happens until the Board approves the logo and suggested Sondra speak with the Mayor then the Board can discuss the logo. Sondra would like to purchase translucent logo decals to be placed on various staff office windows and doors. Sue also requested Sondra make an a la carte budget list of items such as clothing, business cards, etc. that is desired to be purchased once the logo is in place.

Sondra met with photographers to take inside and outside pictures of the Library as the current ones are outdated. The cost would come out of the website budget. Joey

suggested waiting until the logo is done to take professional pictures. The Board agreed to wait to take pictures until the logo is in place. Sondra mentioned that this would delay the website's release date, as the photos are to demonstrate study rooms and spaces, etc on the website. Mark emphasized waiting for the logo regardless.

Technology Infrastructure Needs Update

Brittany met with the ITTF committee to advocate for and discuss getting new computers and servers. Bill Mitchell brought the request to City Council and it was approved. The new computers will be installed before the new year. After the installation of the new computers, the Board will discuss purchasing a new heating and badging system. The Board requested that the updated technology plan be discussed at the next meeting.

Part-time Information Desk Assistant Update

Jackie Butler is the new Information Desk assistant; she works 19 hours a week.

Part-time Circulation Desk Staff Update

Melissa Paquette started as a new Circulation Desk assistant. She was previously a volunteer in the Children's Room and currently works 19 hours a week on the Circulation Desk.

Sondra reported that Marissa Monteiro left her part-time job as Outreach Coordinator to take a full-time job in outreach for the city of Fitchburg. Sondra has not advertised to fill this position. Sue suggested making a case for changing the position to full time. Sondra will begin sending her Director's Reports and Marissa's recaps of outreach to the city council. Eladia praised the work Marissa did in reaching the community.

West St. Door Update

Jim's Lock and Key came to evaluate the West Street doors. There is inherently nothing wrong with the doors and they don't require any maintenance; various staff have trouble locking and unlocking them. Sue recommended always having staff here at night that is able and comfortable locking the doors.

NEW BUSINESS

Child Safety Policy Update

Sondra would like to add a line about unattended adults in the Children's Room and Young Adult Center and during programming for each department. Jim asked if it was a big problem and Sondra stated that an anonymous note was left in the suggestion box that a male was in a Children's program last week taking pictures and not with a child. Jim stated that it was him. Mark asked if Brittany was there and Sondra said yes. It was suggested that if trustees are going to attend a program staff should be notified but

that no pictures should be taken. Mark suggested proposing a line that addresses unaccompanied adults in child and young adult areas but that it be stated that trustees and city officials are exempt and that they will announce themselves through the staff member hosting the program. The policy will be updated and voted on at the next meeting.

No Trespass Order

Sondra received a letter from the District Attorney's office regarding a patron that had attempted to use intravenous drugs in the 2nd floor restroom and, in the process, broke the toilet dispenser in one of the second-floor bathrooms. There was blood to clean up. The police were called, and the man was arrested outside the building. The Library has not been summoned to testify. Police saw the footage from our cameras; the man does not live in Leominster. Motion was made to order a no trespass (JD/ER). Mark suggested finding out what companies the city uses to clean hazardous waste.

Feldman Day Update

Sarah received a phone call from Josh Feldman who said the family decided to pause Feldman Day but will hold it during certain milestones such as 15- or 20-year anniversary of the Library opening. Sondra called Josh who reiterated how much work it is for staff and would instead like to supplement the children's programming budget. Josh mentioned funding a film festival or a monthly recurring program. Sarah will follow up with Josh as further discussion needed.

Disability Commission Donation

Sondra shared an email from David LaPlante. Sondra is on the Disability Commission which sent out letters to all department heads to see if they had any needs to address the needs of the disabled. Brittany and Sondra asked for software and hardware for assistive technology such as a screen reader, JAWS, and a mouse with a ball. \$2700 was approved to purchase these items by the Disability Commission. The technology will be placed on different computers so that more than one can be used at a time.

Thanksgiving Holiday Closure

Last year the Library was closed the day after Thanksgiving and closed at 5pm the Wednesday before. The Board is okay with the 5pm closing; Mark will ask the Mayor about Friday. A motion was made to follow the city's policy regarding the Friday closing (MB/JD)

Students Filming in Library

Mary received an email from the film teacher at the high school whose students made a welcome video for the school and they would like to make a similar video for the Library.

This would be a great marketing campaign for the Library on social media and the website. Discussion was had as to the difficulty of having people in the video and the waivers to be signed. Mark was concerned about the content of the video, and requests that, if Sondra moves forward with this, the Board approve it before it goes live.

MBLC Financial Report

Sondra submitted the FY2020 Financial Report to the MBLC, which was accepted.

Various Personnel Issues

Sue reported that the Personnel Subcommittee decided on the Director's and staff comp time policy. Mark explained to the Board that not addressing this policy previously was, in hindsight, a mistake. A motion was made to approve the comp time policy (SCZ/JD). Eladia dissented.

Announcements

Director
Trustees
Friends

Mark suggested the Board go into Executive Session. Jim left the room and did not participate. The public portion of the meeting did not reconvene after Executive Session.

The meeting adjourned at 6:40pm (SCZ/LN).