

**Leominster Public Library
Board of Trustees
Meeting Minutes
April 8, 2019**

The March meeting of the Leominster Public Library Board of Trustees was held on Monday, April 8, 2019 in the Leominster Public Library Conference Room.

In attendance were - Chair, Mark Bodanza, 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 March 2019 meeting were approved (SCZ/LN).

DIRECTOR'S REPORT

The Director's report for the month of March 2019 was accepted. Sondra sends Marissa's outreach letter to the Mayor each month. Sondra will send this letter to the Trustees going forward.

OLD BUSINESS

New Part-time Positions

Sondra hired Yosh Shartin as the part-time Information Desk staff member to free up time for current Library staff members to have off desk time to complete other tasks. The part-time young adult position was added to extend the Cormier Centers hours. Sondra has received good feedback regarding the longer hours; teens are staying until about 7pm regularly.

Autumn Burrell was hired to replace Yosh at the Circulation Desk. Lawrence questioned whether the Board approved these positions. Sue mentioned that since the Board approves the budget they should approved the hiring of new staff. Sondra explained the money for these positions came from several higher paid staff leaving and newer staff being hired at a lower rate. In the future Sondra will notify the Board about possible new hires.

NEW BUSINESS

Cormier Center Hours

CW/MARS Auto-Renewal feature

The auto renewal implementation will affect how much money the Library collects in fines. This feature automatically renews materials once. CWMARS is the first system in the state to add autorenewal; it is

affecting all libraries in CWMARS and no libraries can opt out. This also enables circulation stats to increase while fine receipts decrease. In the past the Library has collected \$23,000-\$30,000 per year in fines but that has steadily been decreasing. The auto-renewal feature will go into effect within the next couple of months. The Board will look at numbers after the implementation and notify city hall.

City Capital Improvement Items

Sondra notified the Mayor that the Library's heating/cooling system and server need to be replaced. Now the badging system needs an update. The badging system upgrade will cost less than \$10,000 but requires a new server to be done. The upgrade for all three systems will cost approximately \$100,000. Mark mentioned various places within the Library that are starting to show wear. Discussion about what the Library needs for updates – carpets, etc. – will happen at next month's meeting. Agreement was made about technology not coming out of the Building Fund but rather city money. Sondra will send an updated list of improvement items to Mark.

Sondra spoke about using State Aid money for conferences. This must be presented at city council. Sondra will speak to John to see about encumbering or transferring unused money to next year's budget. This money can also be used to purchase materials.

Program Coordinator Vacancy

Cassandra Hall has left to take a new position at Lunenburg Public Library. The job description is on the city website, various library job websites, and will be in paper.

Jeannine Levesque is officially retiring June 1st. Diane Sanabria would like to take this job over which will enable the Library to hire a new Young Adult Librarian.

Announcements

Director

Trustees

Friends

The meeting adjourned at 5:17 (SCZ/JD).