

**Leominster Public Library
Board of Trustees
Meeting Minutes
June 10, 2019**

The June meeting of the Leominster Public Library Board of Trustees was held on Monday, June 10, 2019 in the Leominster Public Library Conference Room.

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

Absent - Carrie Noseworthy

The Chair called the meeting to order at 5:04pm.

OPEN FORUM

APPROVAL OF MINUTES

The minutes of the April 2019 meeting were approved with a minor edit (JD/SCZ).

DIRECTOR'S REPORT

The Director's reports for the month of April 2019 and May 2019 were accepted.

OLD BUSINESS

Capital Improvement Items

Sondra stated that the server, badging, and heating systems need to be updated. Brittany met with the ITTF committee and was notified that Bill is asking the Mayor for the Library server expense to come from the city's budget. Once the server is updated, the badging and heating system can be replaced as they rely on the server system.

NEW BUSINESS

Strategic Action Plan

Mark requested a copy of the strategic action plan. Sue asked if employees are reviewed. Sondra stated that staff were reviewed once during the past ten years. Sue suggested that Board members review job descriptions and staff expectations and discuss the review process. Sondra and Tina have been updating the job descriptions.

Building Fund: Feldman Donation

Josh Feldman donated 86 shares (\$5,078.00) of the ENSG stock to the Building Fund as a Feldman Day donation. Board accepts the gift to reimburse the Library for Feldman Day(SCZ/ER). Motion to move money from the Building Fund to the operating budget (LN/JD)

Rebranding Project: Logo & Website

The website went out to bid and ClearPeak was selected as a vendor and a down payment was given. Sondra sent ClearPeak Brittany's spec sheet so the company knows the Library's needs. This coincides with the three Logo vendors that Sondra and Tina spoke with. Due to the cost being under \$10,000 the Logo project did not go out to bid. David from Emerge Group was chosen as he would like to incorporate not only a logo but signage as well. David came to visit to get more of a feel for what the Library Logo should encompass. Once a Logo is selected we can move forward with the website. Mark and Sue would like to see the contract.

Local History and Genealogy Librarian Hiring

Jeannine Levesque retired as Local History and Genealogy Librarian and Diane Sanabria was hired in her place as of June 2, 2019. Di has gone to several workshops and is continuously learning her role. Jeannine is helping remotely and will be returning later this year to finish some projects.

Young Adult Librarian Position Vacancy

Now that Diane Sanabria has moved to the Local History and Genealogy Librarian position, the Library is interviewing for a new Young Adult Services Librarian. Two interviews are scheduled for this week, one for next.

Next summer Sondra will reevaluate the number of hours the teen center is open.

Diane is also moving into the Info desk office to provide her with private work space as all her coworkers have. The Board requested that the Library not hire a new YA librarian until the hours of this position are clarified.

Program Coordinator Hiring

Jenn Woods was hired to replace Cassandra Hall. There was discussion of how the previous Adult Services Librarian position was changed to a Technology Librarian and a new part-time Programming Coordinator.

Circulation Assistant Positions Hiring

The Library hired Patricia Finneron and Cheryl Stillman to replace Nick Hannon and Katie Doughty who left to return to college.

State Aid

The Library received the final allotment. The Board voted several months ago to approve \$5000 for training. Sondra requested \$2500 from the line item for this since the entire \$5000 was not spent. Motion to approve (SCZ/ER)

Painting Donation to the Children's Room

David Wilson from the Historical Society gave an antique print of Thumbalina from his personal collection to the Library due to his relocating. The Children's Room staff are pleased. Motion to accept (LN/SCZ)

Community Space Policy – Question

Sondra relayed the instance when a gentleman reserved the Friends Room to host a CPR class for which he was charging money. This is the only room in the Library a person can reserve if not from a non-profit. Our current policy says we do not charge money for events held at the Library. The Board approved new language to clarify the policy. Motion to approve (SCZ/ER)

Local History Intern

Brittany set up an internship for the History and Genealogy Room last fall. This person organized the Johnny Appleseed collection.

Eladia asked when Summer Eats starts. Mark was unclear if the Board had been notified of this program. Eladia stated that the Board discussed Summer Eats during previous meetings. Sondra told the Board that the program begins June 24 and will take place in the Large Community Room from 11-12pm. It will be supervised by grant staff (Project Bread) and trash will be taken by them and the room will be cleaned as well. Meals are provided by Fitchburg Public Schools. The Library was able to purchase \$6000 worth of supplies to encourage the program and the use of the Library. It lasts through August. Mark was concerned about liability. Sondra explained the Fitchburg Public Schools are making the food and following the proper rules. Sue was curious as to how the program was publicized. Sarah is waiting to see how many people attend and to see if there is a need to publicize. An initial notice was in the Sentinal and on the Library website. Fitchburg Schools announced it and it is on the Children's Room calendar.

Announcements

Director

Trustees

Friends

The meeting adjourned at 5:54 (LN/ER)