

**Leominster Public Library
Board of Trustees
Meeting Minutes
August 12, 2019**

The August meeting of the Leominster Public Library Board of Trustees was held on Monday, August 12, 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, Brittany Recker, and Tina McAndrew.

The Chair called the meeting to order at 5:01pm.

OPEN FORUM

APPROVAL OF MINUTES

The minutes of the July 2019 meeting were approved with minor edits (JD/LN).

DIRECTOR'S REPORT

The Director's Report for the month of July 2019 was accepted with a minor edit. Sondra included circulation statistics and will include database statistics in next month's report. The Board discussed several changes including the rise of non-resident circulations and the decrease in programming attendance from FY17 to FY18.

OLD BUSINESS

Rebranding Project: Logo & Website

Sondra included David's newest ideas which no longer includes the apple as a logo choice. Sondra had sent him Board feedback to which he responded with retro fonts. The Board would like to see a logo before deciding on any fonts. Sondra reported that the website redo is going really well; the first phase is already done. Brittany has a group of staff participating in the website evaluation before it goes live.

Young Adult Librarian Position Vacancy

Mary Boutet started July 29 as the Young Adult Services Librarian. Mary will attend the next meeting to meet the Board. Sondra and Mary set goals for the next six months. Sondra invited the Board to meet Mary during the pizza party on Thursday from 12-2pm.

NEW BUSINESS

Technology Infrastructure Needs

Brittany reported that the Library technology infrastructure hasn't been updated in 10-12 years. The 2006 server is no longer supported, and the Library does not have a backup server nor any security measures which makes the server easier to hack. Brittany requested three quotes with ClearCom coming in with the lowest bid at \$48,000. This would provide three servers - two working together and one as a backup - and the capability to grow as the Library expands technology. ITTF was also involved in this conversation. Discussion was had on how to finance this. Should the Library ask the city to fund part of it? Should the Building Fund be used? The Board agreed that the server is part of the city infrastructure and the city should pay for it while the Building Fund should be used for carpet and other building appropriate maintenance.

Brittany next reported that as of January 2020 Windows 7 will no longer be supported. It will cost \$30,000 to replace all 37 computers in the Library. Brittany received three quotes with HP coming in the lowest. Clearcom would come in to set the computers up; this labor is paid for by the city. Sondra will draft a letter to the mayor requesting \$78,000.

Final updates reported by Brittany are the heating/cooling system and badging system. The heating system has had no upgrades or support in six years. It can no longer be upgraded so the full replacement costs approximately \$25,000; Brittany does not yet have formal quotes for this upgrade. The badging system needs to be replaced as it is outdated and does not receive any support or maintenance. This will cost just under \$10,000. Moving forward the server should be upgraded every 5-8 years, the heating and the cooling system and computers should be upgraded every 3-5 years. Brittany has created a technology strategic plan which stipulates when to re-evaluate systems. This plan is currently under review with Clearcom and then will go to ITTF.

Labor Day Closure

Mark made a motion to close Saturday through Monday of Labor Day weekend.
Approved by (SCZ/ER).

Toastmasters Blood Drive

Sondra reported that the Toastmasters have been trying to hold an event in the Library for quite some time. The Board discussed various blood drives around the city and made a motion to respectfully decline. Approved (JD/ER).

Human Book Project

Sondra explained the Human Book Project as a program in which ten volunteers from all walks of life and/or different parts of the community, come in and speak for 10-15 minutes about their experiences with various patrons who sign up. The Board

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discussed the problem of issues arising if various "hot topics" are presented; but that if it is organized properly it would be an opportunity to learn constructively. Sondra will reach out to the Chelmsford Library that just held this program in June to get feedback. The Board will look at humanlibrary.org and more discussion will be held at the September meeting.

DCU Donation

DCU donated \$7500 this year which will be split among the Children's Room, YA, and adult departments for programming. When the Library uses the DCU funds for a program, a letter is sent notifying and thanking them.

Narcan Training

Keith Barnaby from AIDS Project Worcester did Narcan training two weeks ago for some staff and will be returning this week to present to the rest of the staff. Sondra made it clear that no one is required to use Narcan but just to call 911. Since Sondra has been Director there have been no overdoses in the Library, just paraphernalia found on the grounds.

Program Coordinator Hiring

Alyssa White started today. Jenn Woods left after the work/life balance didn't work for her working a full-time job and then part time here at the Library. Alyssa also works at Fruitlands. Sondra lowered the hourly rate for this position to \$15 to make the pay scale more equitable across the board.

Vacation Time - Director

Sondra is getting married at the end of September and would like to take her four weeks vacation at once during November for her honeymoon. Mark reported the Mayor wasn't happy because no city employee is able to take two weeks at a time. However, with no policy in place discussion will be had by the personnel subcommittee appointed by Mark which includes Jim, Lawrence, and Sue. The Committee will meet ASAP to decide and let Sondra know so she can make her plans. Director comp time and reviews of staff will be discussed at a different time.

Staff Outing

Sondra would like to take staff to Kimballs in Westford on August 25th with the Give Me 3 choice and the option for spouses to attend and pay for themselves. Approved (ER/SCZ).

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Summer Eats Update

Sondra reported that the Library fed 300 children in July. The Library's numbers are the highest in comparison with the Lunenburg, Fitchburg, and Framingham libraries.

Personnel Subcommittee

Mark appointed Jim, Lawrence, and Sue to serve on the subcommittee. Eladia raised concern about Jim's participation on the Committee given the fact that his sister is an employee. To avoid any perception of nepotism, Jim filled out a disclosure and gave it to the Mayor.

Botanist Program

The Botanist is planning to open a location in Leominster and wants to present a program at the Library. The Board respectfully declines.

Announcements

Director

Trustees

Friends

The meeting adjourned at 6:28pm (MB/JD).