

Trustee Meeting Minutes

January 13, 2020

The January meeting of the Leominster Public Library Board of Trustees was held on Monday, January 13, 2020, in the Leominster Public Library Conference Room.

In attendance were: Chairperson Mark Bodanza, Vice Chairperson Susan Chalifoux Zephir, Lawrence NFOR, Eladia Romero, Joanne D'Onfro, Jim Despo and Sondra Murphy, the Library Director.

The meeting was called to order at 5:01 PM.

PUBLIC FORUM

No one addressed the board in the public forum – attendance is attached, as was recommended and subsequent meetings will have a sign-in sheet for the public.

APPROVAL OF MINUTES

The minutes of the December 9, 2019 meeting were approved (SC/ER).

DIRECTOR'S REPORT

The Director's report was reviewed and materials budget was discussed as an internal item which goes toward digitization. A research on missing years available somewhere else for digitization was recommended so we can better assess what it will cost to complete the digitization project. The directors report was accepted as presented.

OLD BUSINESS

Logo & Website: After a discussion on the choice of logo and timeline within which both logo and website will be done, the Leominster Blue color was chosen even though the board would

have loved to see what a real sample would look like. It was approved on condition that the red apples on logo, match the red on the Leominster City logo as well as the green on the leaves (JD'O/ER). A plan and cost was requested prior to complete roll out of both the physical sample and online display of website.

Patron Issues: Computer and Internet Use policy and Misuse of Library property.

Due to consistent abuse of the computer use policy, the board agreed with the director that the patron who has been warned multiple times, be barred from using our computer systems for a period of three months. After reinstatement, if this is repeated, the said patron will be suspended indefinitely from using library computers. It was also requested that the Director find out why this patron is not using the Fitchburg library, to be better informed if this is the same issue. Further considerations will be given if necessary for the issuance of a no-trespass order.

A second patron who harassed another patron was also addressed by the Director and the police was called in to assist. A follow-up was requested after the director issued him a one month no trespass order. It was also agreed that the social worker be involved fully to assist in a favorable resolution to this behavior of a patron who has in the past been so humble in his use of the library. The director and board agreed that both library staff and patron safety are issues we care about and will make sure all feel safe when they enter the library. The director will follow-up with involved case manager and provide feedback to the board.

Professional Development Policy: This policy was reviewed before and our current review focused on the language of what the ceiling was with respect to the budget and what is drawn from State Aide. It was suggested that a total of \$5,000 be allocated and if need be, the director can ask for an increase when we, as a board, have actual costs for the upcoming professional development opportunities in our next meeting. Going forward, a budget line item be listed for professional development for a total of \$5,000 per year. It was moved seconded and carried that the limit on Professional development be set at \$5,000.

Assistant Director Position: After a conclusion that the open meeting law does not apply to the hiring of the assistant director, the process that was put on hold may now proceed as the Director sees fit. The Director will continue and reach out to the HR Director for the city of Leominster, to continue this process and scheduling of interviews.

Discussions on the exit interview of previous Assistant Library director was moved to another date when the director would have had a look at the write-up, for the board to address some of the key issues raised.

Library Director's contract: It was agreed that the subcommittee will be meeting on January 14, 2020 and so not necessary for further discussions till the report is presented to the full board.

NEW BUSINESS

Art Activities Fund - Children's: Art activities fund request was discussed as presented and the budget was approved that a total of \$1,955.86 be spent from the Marcia O'Donnell fund to fund these activities (SC/JD'O).

FY21 Action Plan: After a brief presentation, it was recommended that the plan be moved to the next meeting where we could have a comparison with respect to what is done and what is pending or on-going.

Technology Updates: New computers have arrived, schedule for installation in on the way and currently a coordination with ClearCom is ongoing. Pending items after this phase will be the purchase of servers and also addressing the badging system.

USB use and VPN access issues are still pending clear directives from ITTF when the city-wide policy is released. The Director is currently approving VPN access as need be for this staff and has a laptop available where necessary.

The meeting adjourned at 6:12 PM. (SC/JD'O)

Humbly Submitted,

Lawrence NFOR,

Board Secretary.