

Trustee Meeting Minutes

February 10, 2020

The February meeting of the Leominster Public Library Board of Trustees was held on Monday, February 10, 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 5:08 PM.

PUBLIC FORUM

No one addressed the board in the public forum

APPROVAL OF MINUTES

The minutes of the January 13, 2020 meeting were approved (JD/SC).

DIRECTOR'S REPORT

The Director's report was reviewed and updates were made to the presentation of the monthly reports showing some prior month or quarter comparisons. Updates on patron issues raised in prior meeting was discussed and concluded after some additional verification from Fitchburg Library Director. Clarification was also given on the count of circulation as well as fines paid and a request was made to obtain the amounts turned into the city treasury. It was noted that the printing funds returned to city hall could pay for the printers currently in the library. A request was also made for the financial report to be year-to-date as well as some monthly performance. Questions on replacement and repairs were also clarified. A budget proposal for FY21 will be presented in the next board meeting. The directors report was accepted as presented with a few typo corrections.

OLD BUSINESS

Rebranding Project: Logo & Website: The website project was discussed after the Director reported on committee activities. Tagline options were presented for the board to make some choice and we concluded that we could give the options some thought and make suggestions. Given that the website is almost ready to launch all logo items were reviewed with the comment that we could have some local professional volunteers happily take the photographs necessary for our website. The Director will look into this option. The board also asked to see the website and possibly test it before it is launched. Plan to unleash the new brand early May 2020.

Costs associated with **Millette memorial fund** to be brought up in subsequent meeting to be approved to clear out deficit that is building.

Assistant Director Position Update:

Interview to be scheduled 18th and/or 19th of February by the City's HR Director. Board members were encouraged to attend as date will be circulated. 4 Candidates total, 2 internal.

FY21 Action Plan:

The action plan was presented and with comments from the board, it was agreed that as a working document, some clarity be included as to what actions need to be carried out, personnel charged with execution, costs associated with activity – this will inform the budget for FY21.

Technology Updates:

All computers were purchased, and also, almost all of them are fully installed and functional. Completion anticipated for next week – beginning February 17th. Next step will be the purchase of servers, heating and badging system upgrades. Servers to start next month – March 2020.

Floor wiring problem raised will be addressed soon in the children's room.

Some additional updates from the Director about ban on patrons is that the solicitor said there is no law against such ban. Patron who was banned will be returning soon and the staff said they were all ready to receive him back in the library. Any concerns will be addressed and if heightened, the police is on alert.

NEW BUSINESS

Repurposing Old Wood in Basement:

The library maintainer asked to repurpose the spare wood that is in the basement of the library and the board agreed that it could be used. A display table will be made as requested.

The meeting adjourned and the executive session entered at 5:51 PM with note that the board will not return to open session. (SC/JD'O)

Humbly Submitted,

Lawrence NFOR,

Board Secretary.