

## Trustee Meeting Minutes

March 9, 2020

The March meeting of the Leominster Public Library Board of Trustees was held on Monday, March 9, 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**

Nancy Tourigny, the Circulation Manager, announced her retirement to the Board with end date July 12, 2020 and received appreciation from the board as she expressed her gratitude as well for the 27 years spent serving the community through the library.

Carrie Noseworthy also addressed the board with appreciation for the work the Library Director and the board are all doing to keep the library more progressive in this age.

### **APPROVAL OF MINUTES**

The minutes of the February 10, 2020 meeting were approved (SC/JD').

### **DIRECTOR'S REPORT**

The comparison, in statistics, between the months of February 2020 and February 2019 in the Director's report was appreciated by the board. Some clarifications in programming were made and the report was accepted.

## OLD BUSINESS

**Rebranding Project: Logo & Website:** The website project was presented to the board using the projector. Some comments on design and recommendations were made for the Director to communicate with the designer. Comments included an emphasis on the logo and colors of the city, a login portal for both patrons and staff, a volunteer link as well as a drop down menu for mobile devices. The estimated launch of the new website is set for a possible soft launch in April and operational in the month of May 2020.

### **Assistant Director Position Update:**

The hiring committee selected Nicole Piermarini, who is currently part time Leominster Public Library staff and full time at the Lunenburg Library, to be the new Assistant Director. She is scheduled to start March 18, 2020.

### **FY21 Action Plan:**

The FY21 action plan was presented and some timeline given especially with the computer systems upgrades and an outreach coordinator role.

### **Technology Updates:**

Servers have been ordered and planned completion of these will be in about 6 weeks. New computers are installed and updated.

## NEW BUSINESS

### **Building Maintenance**

A mini-split that has not been in use for some good time now has been replaced with a new unit at a cost of about \$9,800 including electrical work, and now in use.

## **FY21 Proposed Budget**

After a few points on discussing the budget request, including the Reclassification of the Young Adult Librarian position and the return of unused funds to the city, it was suggested that the approval of the budget be put on the April 2020 meeting agenda.

## **O'Donnell Art Activities Fund request**

The request to transfer \$397.00 from the O'Donnell Art Activities Fund, for Candle Making Workshop, was approved. (SC/ER)

## **Millette Memorial Fund request**

The request also made to withdraw \$1,200 from the Millette Memorial Fund to be used for Big band Concert scheduled for May 9, 2020, was approved. (SC/JD')

The trustees signed the Director's contract.

Some update was given by the Director on the coronavirus disinfectant push currently ongoing given that patrons were getting more and more concerned.

Due to time constraints, the **Director's Flex Time Approval** and **Employee of the Year Award** agenda items were not discussed.

The board meeting adjourned 6:11 PM. (LN/JD'O)

Humbly Submitted,

Lawrence NFOR,

Board Secretary.