

Trustee Meeting Minutes

April 13, 2020

The regular monthly meeting of the Leominster Public Library Board of Trustees was held via GoToMeeting teleconference on Monday, April 13, 2020. The meeting was called to order at 5:01 PM.

In attendance were: Chairperson Mark Bodanza, Vice Chairperson Susan Chalifoux Zephir, Secretary Lawrence Nfor, Eladia Romero, Joanne D'Onfro, Jim Despo, Library Director Sondra Murphy, and Assistant Director Nicole Piermarini.

APPROVAL OF MINUTES

The minutes of the March 9, 2020 meeting were approved as corrected (JD'O/SCZ).

DIRECTOR'S REPORT

The change in social media statistics and the introduction of virtual programming were highlighted. Some clarifications in the technology subsection were made verbally and the report was accepted.

OLD BUSINESS

Rebranding Project: Website

The library website is in its final stages of development. Suggestions made by the Trustees at the March 9, 2020 meeting have been implemented. Staff will receive training on the new website, and it will be unveiled when ready.

FY21 Action Plan:

An amended FY21 Action Plan was provided by the Director.

Secretary Nfor moved that "the plan be approved so it can be filed with the state." The motion was adopted after debate with the understanding that this is a working document that can be amended/revised as needed. (LN/ER).

FY21 Proposed Budget:

The Director provided the library's FY21 proposed budget with two requests: an additional \$2,500 added to the conference line item and the reclassification of the Young Adult Librarian from an S4 to an S6.

Discussion was held regarding the Young Adult Librarian reclassification. The Young Adult Librarian reclassification discussion will be part of a broader, overall discussion of staffing at a future meeting once an organization chart is provided by the Director.

Secretary Nfor moved that "[The board of trustees] strike the line item and approve the budget as submitted." The Chair clarified the line item referred to the reclassification of the Young Adult Librarian from an S4 to an S6. The motion was adopted after debate. (LN/SCZ &ER)

NEW BUSINESS

COVID-19 Outreach Projects

The Director provided a report detailing how the library has reevaluated its services in light of COVID-19 and what services the library is currently providing for the community.

Staff Update

The Director relayed the current and anticipated open staff positions. Due to the epidemic, the Mayor has declared a hiring freeze so these positions cannot be filled at this time.

Director's Flextime Approval

The Director submitted timesheets and schedule request forms. Discussion was held to clarify the Compensatory Time Policy. The Board clarified the intent of the Comp Time Policy, passed October 2019, is to prevent an accrual of comp time. Barring an emergency, staff schedules must be adjusted during the same week.

Flextime approval was postponed until the regular May meeting. A revised schedule request form will be resubmitted by the Director at the next meeting breaking down regularly scheduled hours, program/event hours, and total hours adjusted or to be approved.

The board meeting adjourned at 5:57 PM. (JD/LN)

Nicole Piermarini, Assistant Director