

## Trustee Meeting Minutes

May 11, 2020

The regular monthly meeting of the Leominster Public Library Board of Trustees was held via GoToMeeting teleconference on Monday, May 11, 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, Susan Shelton, Joanne D’Onfro, Jim Despo, Library Director Sondra Murphy, and Assistant Director Nicole Piermarini.

### **APPROVAL OF MINUTES**

Discussion was held regarding the wording of the *FY21 Proposed Budget* and *Director’s Flextime Approval* sections of the April 13, 2020 meeting minutes. The wording of these sections was found to need revision to better reflect the discussion held.

Susan Chalifoux Zephir moved “to postpone approval of minutes until next our next meeting” (SCZ/JD). The motion was adopted. Roll Call Vote: 5-0-1. Susan Shelton abstained.

### **DIRECTOR’S REPORT**

Clarification was given that the library is issuing new cards virtually. The director’s report was approved as corrected.

### **OLD BUSINESS**

#### *Rebranding Project: Website*

The Director reported the website is in the beta testing phase. Staff are quality testing the website and documenting mistakes. This process is expected to take two weeks. The quality test document will go to the website designer who will make the changes noted. The staff will then review the website again. This is expected to take an additional week.

*FY21 Proposed Budget:*

The FY21 Proposed Budget was submitted to the mayor. A typo listing the Teen Services Librarian salary as an S6 was found. The budget was revoked, the typo changed, and the revised budget was resubmitted to the mayor. An updated copy will be provided to the board at the next meeting.

The Director noted the current Teen Services Librarian is not eligible for a step increase because of her hire date.

*Director's Flex Time Approval:*

The Director resubmitted a flex time request for a bank of two hours comp time. Clarification was made by the trustees that work on weekends and holidays is considered compensatory time.

It was noted the time recorded on Compensatory Time Report 5/11/2020 was adjusted during the week. Clarification was made by the trustees that flex time happens during the regular work week and the schedule is adjusted accordingly.

Lawrence Nfor moved to “approve the [Director’s flex time request and the Compensatory Time Report] with the changes” (NF/JD). The motion was adopted after debate. Roll Call Vote 6-0

**NEW BUSINESS**

*Officer Election:*

Jim Despo nominated Mark Bodanza for the position of Chairman (JD/SCZ). No further nominations were received. Mark Bodanza was declared elected. Roll Call Vote: 6-0

Jim Despo nominated Susan Chalifoux Zephir for the position of Vice Chairman (JD/LN). No further nominations were received. Susan Chalifoux Zephir was declared elected. Roll Call Vote: 6-0

Jim Despo nominated Lawrence Nfor for the position of Secretary (JD/JD'O). No further nominations were received. Lawrence Nfor was declared elected. Roll Call Vote:6-0

### *Staff Organizational Chart*

The Director submitted two organizational charts for discussion. One chart illustrates how the library functioned in prior years. The other more closely mirrors how the library currently functions and includes changes in staff reporting, positions, and pay steps. The Director would like to move towards this model beginning in FY 22.

It was noted that we are living in critical times and how the library functions as well as what services it offers may affect the organizational chart going forward. A request was made for the figures detailing how these changes would affect the budget in the coming years.

Jim Despo moved "to table this for study and keep it on the agenda" (JD/JD'O). The motion was adopted. Roll Call Vote: 6-0.

### *Library Reopening and Hours*

The Director submitted a reopening plan which is to be considered a working document. Safety of staff and patrons is the Director's number one priority. The phased approach ensures the library staff are safe, have sufficient PPE, and do not get overwhelmed.

Discussion was had regarding curbside pickup and returns. It was noted that MBLC does not have guidelines at this time; they are expected to be forthcoming in the next few weeks.

The board voiced concerns that the longer Leominster items are checked out the less likely they are to be returned. The Director voiced concerns regarding accepting returns. Delivery services are not running at this time and no date has been provided for when services will resume.

Materials belonging to other libraries will be stored in bins in the meeting room, turning it into a warehouse. If items are not returned properly or go missing the library is liable.

A request was made for statistics on how many Leominster items are currently checked out and how many materials from other libraries are checked out to Leominster patrons. If the statistics are found to be manageable, consideration will be given to opening the book drop.

The Chair recommended the reopening plan remain on the agenda.

### *Comp Time Report*

This was discussed as part of the *Director's Flex Time Approval*. The Comp Time Report will be renamed Flex Time Report.

### *Announcements:*

The Director announced that a part-time Circulation Assistant has chosen not to return to work due to the public nature of the position and COVID-19 related concerns. She submitted a letter of resignation and her last day will be May 15. The city is still under a hiring freeze so the position will remain open.

An inquiry was made if the library would be offering any book clubs electronically. The children's room will be offering their book clubs on Zoom, using materials that are widely available or available on Hoopla.

The meeting adjourned at 5:48 PM. (LN/JD)

Nicole Piermarini, Assistant Director