

## Trustee Meeting Minutes

June 8, 2020

The regular monthly meeting of the Leominster Public Library Board of Trustees was held via GoToMeeting teleconference on Monday, June 8, 2020. The meeting was called to order at 5:02 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**

The meeting minutes of the April 13, 2020 meeting were approved (SCZ/J'DO). Roll Call Vote: 4-0-1-1. Susan Shelton abstained. Lawrence Nfor was absent.

The minutes of the May 11, 2020 meeting were approved (SS/SCZ). Roll Call Vote: 5-0-1. Lawrence Nfor was absent.

### **DIRECTOR'S REPORT**

The Director highlighted the 1,200 care packages distributed, new curbside pickup services, and large book shifting project.

### **OLD BUSINESS**

#### *Website*

The Director reported the first round of quality testing on the new website has been completed and initial improvements have been made. The second round of quality testing is underway. Staff will receive training on how to use and edit the website on June 16, 2020. The website is expected to go live to the public on July 1.

*Staff Organizational Chart:*

It was noted by the trustees that the organizational chart may change based upon how library services evolve during the pandemic and that asking for increases during this time is not advisable. The Director agreed.

Discussion was held regarding the FY21 budget. The Chair noted the mayor has sent down a level funded budget that is not set in stone.

The Chair asked the Director to withdraw the organizational chart from the agenda for the time being.

*Library Reopening and Hours:*

The Director reported the library is staffed 9am-5pm and curbside pickup operates 9:30am-4pm. Patrons have begun requesting Saturday curbside hours. Traditionally, summer Saturday hours are 9am-1pm during July and August. The Director proposed offering curbside on Saturday 9-1pm.

Lawrence Nfor moved to “approve the curbside hours of 9:30am to 4pm Monday through Friday and Saturday 9am-1pm” (JD’O). The motion was adopted. Roll Call Vote 6-0

**NEW BUSINESS**

*Building Management System Upgrade:*

The Director reported the building management software and hardware that controls the HVAC system desperately needs to be updated. Because of the price, the project needs to go out to bid and the bidding process may take up to a year.

The trustees asked if remote access was included with the provided quote and stated it would be a good idea to include if it did not add too much money to the project. The Director stated that is something that can be requested as part of the bidding process.

The trustees requested a report from Greg Chapdelaine and ClearCom IT regarding this project be provided at the July 13, 2020 meeting.

*Sanitization Plan:*

The reopening plan initially allows browsing on the first floor only because of the difficulty of cleaning the entire building nightly. Materials on other floors will be available upon request. The sanitization plan covers how the staff will clean the first floor, and other areas, as they become available.

The trustees asked if the cleaning supplies would come out of the library's budget or if materials were being provided by the health department. The Director reported the health department has provided staff with gloves and masks. The library has provided materials for the plexiglass barriers and tape to mark traffic flow. The Cares Act will reimburse the city for those expenses.

*Book Shifting Project:*

The Director wanted to acknowledge the staff for weeding and moving materials as part of the book shifting project.

*Curbside and Return Statistics:*

The Director provided statistics on how many items were checked out via curbside, the total number of items out, and how many items have been returned. The Chair requested an update between the June 8, 2020 and July 13, 2020 meetings.

The trustees asked if the Director had considered what to do regarding fines after the July 1 due date. Other libraries are suspending fines for a little while until people can get back to some semblance of normal. The trustees requested this be added to the July agenda.

*Printing/Copying Pickup Service:*

Curbside service was expanded to include printing, scanning, and copying.

The trustees asked how this process works. Documents to print are emailed to the library. Items to copy or scan are collected at the curbside door, staff copy/scan the documents, and return the documents to the patrons using the curbside procedure.

*Director's Flex Time:*

The Director used the bank of comp time hours approved at the May 11, 2020 trustees meeting.

The trustees sought clarification on the abbreviations CTE and CTT. These stand for comp time earned and comp time taken.

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

Nicole Piermarini, Assistant Director