

Trustee Meeting Minutes

February 8, 2021

The February meeting of the Leominster Public Library Board of Trustees was held on Monday, February 8, 2021, via Go To Meeting Teleconference.

In attendance were: Chairperson Mark Bodanza, Vice Chairperson Susan Chalifoux Zephir, Secretary Lawrence NFOR, Joanne D'Onfro, Jim Despo and Susan Shelton. Also present were Assistant Library Director Nicole Piermarini, Library Director Alexander Lent, Diane Sanabria, Ann Finch, Lori Benoit, Nancy Tourigny and Kathy Pellerite.

The chairperson called the meeting to order at 5:01 PM.

PUBLIC FORUM

No one addressed the board in the public forum

APPROVAL OF MINUTES

The minutes of the December 14, 2020 meeting were not approved because there were a few corrections that had to be made. A motion was made to move the approval of the December 14th 2020 meeting minutes, to the March Meeting (SCZ/JD). Postponed by a vote of 6-0

DIRECTOR'S REPORT

The Director's report was reviewed, and a question about the calendar for board meetings 2021 stating in-person meetings was discussed. It was agreed that the decision will be made as we observe reopening. March 2021 meeting is scheduled now to still be virtual. The Director indicated that he is impressed so far, being two weeks on the job, he has enjoyed staff collaboration and looks forward to working with this team.

OLD BUSINESS

Library Reopening and Hours: The Director indicated that the library is in stage 0.5 of the reopening plan. To move well, there will be a need to prioritize filling of some vacancies and then open second and third floors, followed by an expansion of hours to include evening time. Temporary restriction of 25% lifted and now we are up to 40% occupancy (staff and patrons) per Governor Baker.

Building Fund Entity Requirement:

After discussions in prior meetings, whether to use the City's tax ID or create one of our own, it was concluded that a memorandum of understanding be signed with City on how the funds will be managed. Memo was presented, and we had discussions on questions about whether city can reduce Library Budget because of these funds and it was concluded that unless in desperately hard financial crises, it is unlikely. It was moved that memo be signed as presented with the edits on how the funds will be held by Abbey Capital – with prudent investment. Motion (LN/SCZ) passed by vote of 6-0. Document will be available at the library for all trustees to sign.

NEW BUSINESS

Organizational Meeting:

The Library Director coordinated the election of the board chair. Mark Bodanza was nominated (JD/SCZ) and voted 6-0 as Chair. The Chair then coordinated the election of the Vice Chair and Secretary. Sue Chalifoux Zephir was nominated (SS/JD) and voted 6-0 as Vice Chair of the board. Lawrence NFOR was also nominated (JD/JD'O) and voted 6-0 to be the Board Secretary.

Staffing Update and Job Description

The Director reported that clearance was obtained from the Mayor's office to begin filling vacant positions. After review of the organizational chart and the Director's explanation of reporting structure changes, and given that this chart is transitioning, it was agreed that the Circulation

Supervisor and Young Adult Services Librarian Positions be posted and suitable candidates hired with Masters in Library and Information Science preferred rather than required. The Director stated that when these supervisory positions are in place the rest of the positions will then be filled as well.

Budget Update

With all the vacancies currently observed in personnel, expenditure is very low and so the request was made to use some of the funds for operations such as boiler replacement, microfilm printer, cleaning contract for the year, back mulch, switches for the firewall and a few other items. Given ongoing discussions about line item transfers, it was concluded that the unique position we find ourselves in budget surplus at year end, contact should be made through the Mayor's office so city council can approve transfer from personnel to operations.

The meeting adjourned (SCZ/JD'O) at 5:41PM

Humbly Submitted,

Lawrence NFOR,

Board Secretary.