

## Trustee Meeting Minutes

February 13, 2023

The February 2023 meeting of the Leominster Public Library Board of Trustees was held on Monday, February 13, 2023, at the historical conference room of the library.

In attendance were Mark Bodanza, Susan Chalifoux Zephir, Lawrence NFOR, Susan Shelton, Joanne D’Onfro and Jim Despo. Also present were the Library Director Alexander Lent and Nicole Butler, the Assistant Director. Present as well to meet and greet the Trustees were staff members, Kathy Pellerite, Circulation Supervisor and Savannah Caldbeck, Circulation and Reception Assistant.

**Staff Introductions:** After Trustees introduced themselves to the members of the staff present, we had them introduce themselves and state their roles at the library. Kathy and Savannah added to their introductions some of the things they are working on – including patron services outside the library as well.

### **Organizational Meeting**

For organizational meeting purpose, the Director called nominations for Board Chair and Mark Bodanza was nominated (SS/JD) and voted in. He then assumed Chair position and continued with the other two officers who were voted in as follows:

Sue – Vice Chair (JD/SS)

Lawrence - Sec. (SCZ/ID)

### **OPEN FORUM**

No one was available to address the Board in the open forum.

### **APPROVAL OF MINUTES**

The minutes of the board of trustees meeting of January 9, 2023 were approved with an edit ‘and state instead of stating’ (JCD/SS).

## LIBRARY REPORT

The Library Report was accepted as presented with all updates from the Director, highlighting the retirement of Beth Dupuis, and noting the budget season currently open – largely anticipating a flat budget overall.

On building and grounds, Alarm has been installed and operational. Inspection completed as well and elevator that was not operational on Saturday was eventually fixed. Board advised that in such situations where elevator is not operational the library should, still, remain open while service repairs are called. In the meantime, staff can help patrons with need to access books or material on the upper floors.

## OLD BUSINESS

**Patron Issues:** The director reported that he has been handling any issues coming up but nothing that warranted a no-trespass order. One main thing that has come up repeatedly has been smoking on the library property. In the past, a written warning has been issued to a patron after repeated verbal warnings.

On issues of repeated offenses, the board advised that a six month no-trespass-order can be issued by the Director, and an appeal could be made by the patron to the board for review. At any given point depending on gravity and assessment by the Director, an indefinite issue of the no-trespass-order could go with the clause that the order could be appealed or contested through the board of trustees.

## NEW BUSINESS

**Staffing Update:** The director has proposed an S2 position which will be a consolidation of two part-time staff positions. Concern with the city hall is on benefits currently. A decision is awaited from city hall.

**Marcia O'Donnell art Fund request from Adult Services Department:** Proposed project request from Adult services was presented and approved by board for \$180 to the working trust (SCZ/JCD).

**Director Goals for Calendar Year 2023** Goals were presented by the chair of the personnel sub-committee and accepted by the board after two typo/grammar edits were made (JD/JCD). The edited version will be circulated.

**Funding for Capital Projects** The director presented these projects and informed us that they are on the Comptroller's desk currently, pending free cash decision.

**ANNOUNCEMENTS:**

Legislative breakfast coming up on Friday 17<sup>th</sup> in Lancaster, Thayer Memorial Library. Director Lent, will be attending.

Ally had her baby, Anabelle and all are doing well.

The meeting adjourned at 5:38PM (JD/SCZ).

Lawrence NFOR,

Board Secretary.