

## Trustee Meeting Minutes

September 9, 2024

The September 2024 meeting of the Leominster Public Library Board of Trustees was held on Monday, September 9, 2024, in the Large Historical Conference Room of the library.

In attendance were Mark Bodanza, Sue Chalifouz-Zephir, Joanne D'Onfro, and Jim Despo. Trustees Lawrence NFOR and Susan Shelton were absent. Present at the meeting as well were the Library Director Alexander Lent, and Nicole Butler, the Assistant Director.

Chair Bodanza called the meeting to order at 5:07 PM

### OPEN FORUM

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

### APPROVAL OF MINUTES

Minutes of the July 8, 2024 meeting were approved (Zephir/Despo).

### LIBRARY REPORT

The Library Director gave some updates on the report presented in the Trustee packet. The report was accepted as presented with detailed answers provided to trustee questions.

**Generator:** The Library Director reported that following power issues that causes disruption to library operations and damage to some library technology, the library has been looking into getting a full-building generator, and has met with Emergency Management, Purchasing, and Wiring to discuss this. Prices discussed so far vary widely, and the Board indicated that the Director should move forward with getting quotes.

**Roof Project:** The Library Roof Replacement project has gone out to bid and the library expects a vendor to be selected by the October Board meeting.

**Records Room:** The library is expanding a closet in the basement and turning it into a dedicated records room for long-term storage of paper records. John and Mark from City Hall are helping with this, and expected costs are around \$1,500.

**CD Cases:** The library will be removing the security cases from music CDs, starting with the Latin music collection, which is the smallest collection with security cases, evaluating how the removal of cases was received, and then expanding to the Contemporary music collection, which is the largest collection.

#### **OLD BUSINESS**

**Patron Issues and Feedback:** The Director gladly stated that there was no patron issue to be reported for the month.

**Cormier Center Update:** The Library Director gave an update on the Cormier Center. The ramp and low wall have been removed, new carpet installed, and walls patched and painted. We await delivery and installation of new shelving.

**Paid Time Off for PT Staff:** The topic of paid time off for part-time library staff was discussed, and the Library Director indicated that if all part-time staff took two weeks of PTO annually, the cost would be approximately \$16,000.00, but that this would not be additional costs to the library, but most likely would result in full-time staff taking on additional desk hours to cover for their part-time colleagues. The Board requested that the amount of unpaid time taken by part-time staff in FY2024 be reported at the next meeting.

#### **NEW BUSINESS**

**Poster Donation:** A poster offered as a donation to the library was appreciated, but rejected (Despo/Bodanza).

**Staffing Update:** Director Lent indicated that after discussions with City Hall, the library's three vacant part-time positions would not be combined into a full-time position. The positions will be filled as part-time positions. Most likely, the first position to be posted and filled would be the Page position, followed by the Cormier Center position, followed by the Circulation and Reception position.

**Community Spaces Policy:** A revision to the Community Spaces Policy was proposed and approved (Despo/Zephir).

**Additional Desk Pay Increase for PT Staff:** Based on completion of additional desk training, an increase in pay was approved (Zephir/Despo).

**Announcement:**

With no additional information nor announcements, the meeting adjourned at 5:39 PM.

Respectfully Submitted,

Alexander Lent, Library Director