

Trustee Meeting Minutes

February 12, 2024

The February 2024 meeting of the Leominster Public Library Board of Trustees was held on Monday, February 12, 2024, at the historical conference room of the library.

In attendance were Mark Bodanza, Susan Chalifoux Zephir, Lawrence NFOR, Susan Shelton, and Joanne D'Onfro. Also present were the Library Director Alexander Lent and Nicole Butler, the Assistant Director.

Trustee Bodanza called the meeting to order at 5:01 PM

ORGANIZATIONAL MEETING

The Library Director, Alexander Lent, called for the election of board officers at 5:01 PM. Nominations and elections took place, and the following were elected unanimously to the positions listed. After the election of the chair, Director Lent completed his assignment and handed it over to Chair, Bodanza to conduct the election of the other two officers.

Chair: Mark Bodanza

Vice Chair: Susan Chalifoux Zephir

Secretary: Lawrence NFOR

OPEN FORUM

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

APPROVAL OF MINUTES

Minutes of the January 2024 meeting had a few edits that had to be updated by the Director for the month and date of previous meeting and typos. So, the minutes were approved with the edits (JCD/SCZ).

LIBRARY REPORT

The Library Director gave some updates as per the report and emphasis was on binding journals/periodicals. The Board requested that the Director should put the discarding of magazines be put on hold till we can reevaluate.

Concerning the fundraising gala to be held at the Library on October 5th 2024, after presentation and discussions on involvement and commitments, it was agreed that a formal discussion on the issue be discussed with the Millette family and City Hall about a nominal amount to be charged for tickets.

OLD BUSINESS

Marcia O'Donnell Funding Request: The request made on page 27 of the packet for transfer of funds was approved in the amount of \$615 for two events in April and July (SS/JCD).

It was noted that there were some transactions from the balance sheet report in the trust fund section that have carried negative balances and other errors for some time now. A request for this to be fixed and updated was requested by the trustees after which a report should be presented to the board. A quarterly report of these funds should also be made available as was the case before.

NEW BUSINESS

2024 Director Areas of Focus and Corresponding Goals The chair of the personnel subcommittee called the board's attention to details on page 26 of the packet. The goals and focus areas were discussed as presented by the personnel subcommittee and approved by board (SCZ/JCD).

FY2025 Budget A 4% reduction in operating budget was requested by City Hall and the Director presented some options which were discussed and the impact on the Library overall budget. The choice was unanimous in adjustments to the book budget, given that state aid would help this budget line. It is worth noting that, at this point, it is a general request from City Hall

and there is no certainty of this cut, which for the Library will be about 1% to the overall budget. Without the cut, the Library will continue to improve on collections and staff development.

Cormier Center Modifications The shelf space in the center remains a challenge and so the idea of getting rid of the ramp was discussed, with some historical perspective added, from Trustee Shelton. It was concluded that more information is needed as to how much it will cost and what the impact will be on usage and so should be brought up in subsequent meetings.

Volunteer Dress Code The dress code as currently written affects volunteers as well. The Director requested to adjust for volunteers to be comfortable to come in with sneakers and jeans where they feel comfortable. This makes it easier to recruit volunteers yet maintain a great degree of decency.

With no announcements, the meeting adjourned at 5:50PM (SCZ/LN).

Lawrence NFOR,
Board Secretary.