

## Trustee Meeting Minutes

January 13, 2025

The January 2025 meeting of the Leominster Public Library Board of Trustees was held on Monday, January 13, 2025, at the historical conference room of the library.

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

Chair Bodanza called the meeting to order at 5:00 PM

### OPEN FORUM

No one was available to address the board.

### APPROVAL OF MINUTES

Minutes of the December 2024 meeting were reviewed and approved (JCD/SCZ).

### LIBRARY REPORT

The Library Director gave some updates on the report presented in the Trustee packet. Highlights include, January 7<sup>th</sup> completion of work resolving the automatic door problem and also that budget process has begun and no particular directives have been issued yet as to what to consider for FY2026.

### OLD BUSINESS

**Patron Issues:** The Director, on patron issues updated the board that he was notified by a middle school principal of a sexual encounter in the bathrooms concerning two minors. The details could not be shared, and no action could be taken given that they are minors. On our end, we will increase our watch on bathroom passes.

Monitoring of actions or activities of kids (in the children's room) as well will be increased and the parents involved where were requested to do this monitoring of all kids who are involved.

On a second item, we received notice that Mr. Raymond P Whitney will be representing himself in court and is requesting a jury. He is continuously making threats to city employees.

On a third update item, the Director informed the board that a Fitchburg patron is requesting a refund for a claim that they were incorrectly charged about \$40, almost 10 years ago. The Director is working on giving additional information and possible closure on the issue, however, a request in writing, may be brought to the board by the patron.

**Staffing Update:** The Director updated the board on new staff training and request to make a pay increase to a fully desk trained staff member. Board approved (SCZ/SS).

The Cormier Center Assistant position was filled.

**Roof Update:** The roof has been inspected and everyone is happy with the work done.

## **NEW BUSINESS**

**Marcia O'Donnell Art Proposals:** The request on page 18, for a total of \$4,675 was approved by Board (JCD/JD) and also a request for the Trust Fund Report to be made available next meeting.

**State Aid Transfer:** The request found on page 19 of Trustee packet, was delayed to a later date given that there were other options at moment.

**3D Printer Policy:** The policy was updated after consultation with City Solicitor and approved with a minor edit (SS/JCD).

**Circulation Policy:** After the removal of limits of number of DVDs last meeting, we did not get rid of the fines associated with it. Fines were reduced to \$0.10 per DVD. Replacement costs remain the same in case of loss or damage. This was approved as proposed (JD/JCD)

**Strategic Plan Update:** The report was pushed back to next meeting as updated reports were not yet collected from all team members to make the full update ready for board review.

A quick note-worthy update was received that the library made a total contribution of 730lbs of food to Ginny's Food Pantry. This is as a result of food collected as part of the Food For Fines program.

The meeting was adjourned at 5:27PM (SCZ/SS).

Lawrence NFOR,  
Board Secretary.