

## Trustee Meeting Minutes

December 15, 2025

Given that the November meeting did not take place, the December 2025 meeting of the Leominster Public Library Board of Trustees was held on Monday, December 15, 2025, at the historical conference room of the library.

In attendance were Trustees Mark Bodanza, Sue Chalifouz-Zephir, Lawrence NFOR, Susan Shelton, and Joanne D'Onfro. Trustee Jim Despo was unavailable for this meeting. At the meeting as well were the Library Director, Alexander Lent and Nicole Butler, the Assistant Director. The Circulation Supervisor, Alison Jacques, was present to meet and greet the Trustees.

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

### OPEN FORUM

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

### STAFF INTRODUCTION

Supervisor Alison Jacques was available to share her six-month period of work experience with the library and her appreciation for the welcoming environment at the Library, interactions with patrons as well as getting to know the Board members.

### APPROVAL OF MINUTES

The minutes of the October 2025 meeting were approved with minor edit to date (SS/JCD)

### LIBRARY REPORT

The Library Director's report was accepted by Board. A few highlights were noted with respect to the restoration of mosaic floor as well as a discussion on the cleaning contract (page 32), that has been unacceptable in responsiveness as well as inconsistency in supplies bought versus product quantity needed. A strong consideration is being given to the replacement of the \$52,000 contract.

### OLD BUSINESS

**Generator:** There was clarity about quotes received for the generator as well as discussion on the sharing of generator acquisition cost of \$195K with City Hall – still under consideration.

**Patron Issues:** The Director reported that there was an issue resolved about a patron from Ayer who called 911 multiple times without actual need. Help was provided and situation was handled by LPD.

**Carpet Update:** The report from the Director indicated there are five major areas that need to be recarpeted and this included the elevator. The desire was and is for the carpet to be matched. The recommendation from the board was that this stay same till February where the Board can decide upon review of samples and quotes.

## **NEW BUSINESS**

**Staffing Updates:** It was announced to the board that Ann Finch will be retiring. While the Board and staff will miss her, the proposal for a revision of her job description was brought forth and approved (SCZ/JCD) – Page 23 of Board packet.

**Board Of Trustees Meeting Dates for 2026:** The monthly board of Trustees meeting for 2026 was proposed (page 29 of board packet) and approved by the Board (SS/JCD).

**Transfer Requests:** Two requests for transfer of funds for \$4,335 and \$1,433.85 were presented (page 36 & 37) and approved by the Board respectively (SCZ/JCD and SS/JCD).

**Circulation Policy Amendments:** The proposal Circulation Policy Amendment in packet and physical copy with highlighted modification, was presented to the library Board was approved with new changes (SCZ/SS).

It was agreed that The Library will be closed on the day after Christmas and New Year eve at 5PM (SCZ/SS)

## **Announcement**

No announcements.

The meeting was adjourned at 6:10PM (JCD/SCZ).

Lawrence NFOR,  
Board Secretary.