

Trustee Meeting Minutes

March 10, 2025

The March 2025 meeting of the Leominster Public Library Board of Trustees was held on Monday, March 10, 2025, at the historical conference room of the library.

In attendance were Mark Bodanza, Sue Chalifouz-Zephir, Lawrence NFOR, Susan Shelton, and Jim Despo. Trustee Joanne D'Onfro was unavailable for this meeting. At the meeting as well were the Library Director, Alexander Lent and Nicole Butler, the Assistant Director.

Organizational Meeting

Director Lent called the meeting to order at 5:00 PM for an organizational purpose. Nominations were called for the position of Board Chair. Trustee Mark Bodanza was nominated (JD) and unanimously voted as Chair

Chair Bodanza resumed and called for nominations for Vice Chair and Board Secretary. Trustee Sue Chalifouz-Zephir and Trustee Lawrence NFOR were both nominated (JD) and unanimously voted in as Vice Chair and Board Secretary respectively.

OPEN FORUM

No one was available to address the board at the open meeting.

APPROVAL OF MINUTES

Minutes of the February 10, 2025, meeting were reviewed and approved (SCZ/SS).

LIBRARY REPORT

The Library Director gave some updates on the report presented in the Trustee packet. Trust fund reports were made available for review. Technical services team are all caught up on processing and cataloging even though they have been without a lead. Shout out to the team.

OLD BUSINESS

Staffing Update: The Director updated the board that on Page 33, the position for the head of Technical Services was available and ready to go. Only change is in the wage and will be posted March 11th, 2025

The Board approved the change and posting with city and MBLC.

Patron Issues: The Director, on patron issues, updated the board that Mr. Raymond P Whitney's case is still on-going with a possible pre-trial conference within next week. The board updated and extended his NTO for an additional three months as events unfold with the court (SCZ/JD).

NEW BUSINESS

Meeting Space for Political Groups/Activities: Given that the Library denied meeting of a political party, the issue was brought up and the board requested to ask and get more information from KP Law as to what language we should include in our policy to take care of such (SCZ/SS).

Mini Split Replacement: After construction, four out of the seven mini splits did not restart after shutdown. A quote was received and with the contract in place with Boston Mechanical, the Board moved that the \$59K be used from the State Aid account for this project (SS/SCZ).

Circulation Policy: The Director, with reference to page 37, proposed the new version of the circulation policy. It was agreed that the last line requiring a collection of \$7 on returned items after replacement be removed. This updated policy was approved by Board (SCZ/JD).

Director's Areas of Focus, Goals, and Actions: With great alignment with the strategic plan and fiscal year, the personnel subcommittee Chair presented the goals with a minor correction and the Board approved that the survey be sent out for a 360 review of the Director (SCZ/JD).

Transfer Requests: The Director, in his requests for transfer of funds, presented and the board approved that the following be transferred from the following accounts:

- \$15K from State Aid to Collections, \$5K from State Aid to Programming (Events), and 25K from personnel to Collections (LLN/SCZ).

The meeting was adjourned at 5:34PM (LLN/JD).

Lawrence NFOR, Board Secretary.