

## Trustee Meeting Minutes

May 12, 2025

The May 2025 meeting of the Leominster Public Library Board of Trustees was held on Monday, May 12, 2025, at the historical conference room of the library.

In attendance were Mark Bodanza, Lawrence NFOR, Susan Shelton, and Joanne D'Onfro. Trustees Jim Despo and Sue Chalifouz-Zephir were unavailable for this meeting. 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 5:00PM.

### OPEN FORUM

No one was available to address the board.

### APPROVAL OF MINUTES

The minutes of the April 14, 2025, meeting were not approved due to some adjustments in the wording of some of the phrases. These will be edited by the Library Director and approved in the June meeting.

### LIBRARY REPORT

Drawing from the report on page 6, the Library Director had some updates on quotes received on West Street masonry project. Purchasing was made aware and discussions on how to go about it via bid. Quote was also received for the building generator replacement project – still to be studied.

### OLD BUSINESS

**Carpet Project:** The Carpet project is a work-in-progress. Not much to report for now.

**Patron Issues:** The charges against Mr. Raymond P. Whitney were dropped. The board decided to let the No-Trespass-Order run its full course till June 12<sup>th</sup> 2025. No other major issues to report on.

**Staffing Update:** Given that Kathy's last day was May 12<sup>th</sup>, 2025, the Circulation Supervisor position/job description (page 28<sup>th</sup>) was refreshed, wage updated as well and the job ready to be posted May 13<sup>th</sup>, 2025. The revision was accepted by the board and the posting was agreed to as well (JCD/SS).

A wage increase was also accepted after a team member completed desk training (SS/JCD).

**Library Wayfinding:** With respect to Page 27 of the packet, the Director after receiving three quotes, the \$4,599 quote from SpringShare was accepted and a discounted annual fee of \$2,599 was included in the quote as well. The board approved the use of \$4,599 from State Aid funds for this project (SS/JCD).

**FY2026 Budget:** The Director reported that the FY26 budget submitted was accepted by the City Hall and generally will be level-funded. Budget to be reviewed during the May 20<sup>th</sup> meeting.

## **NEW BUSINESS**

**Accessibility Assessment Report:** On Page 40 following, a company from Worcester carried out an assessment and items on the detailed report are being worked upon by the Library team and no mandated action was imposed.

**List of Library Closings:** After a review of the calendar, the board approved the details on Page 34 noting that some of the dates will be determined by City Hall (SS/JCD).

## **Announcement**

The Leominster Art Association closed and decided to donate their cash balance to the Library. The letter was received (approximately \$13,000) and current thought has been that the funds, when transferred, will be used to support art programming at the Leominster Public Library.

The meeting was adjourned at 5:40PM (JCD/LLN).

Lawrence NFOR,  
Board Secretary.