

Trustee Meeting Minutes

January 12, 2026

The January 2026 meeting of the Leominster Public Library Board of Trustees was held on Monday, January 12, 2026, 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.

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

OPEN FORUM

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

APPROVAL OF MINUTES

The minutes of the December 2025 meeting were not ready, to be approved in February 2026.

LIBRARY REPORT

The Library Director's report was accepted by Board. A few highlights noted included a major concern still lingering about contract with cleaning Contractor. It was recommended that the Mayor be made aware and possibly copied on the persistent issues noticed in the cleaning services. The invitation to bid has been rolled out to solve the Mosaic floor repairs.

OLD BUSINESS

Carpet Update: The report from the Director indicated that there will be a full update in the next meeting of the Board as samples are still being expected.

Patron Issues: There was no issue to report on patrons from the Director.

Staffing Updates: As interviews continue for the replacement of Special Services Coordinator, two internal candidates have shown interest, and in the interview process as posting expires in about 9 days. We look forward to closing well and not having to re-open the position. Some adjustments are being made currently to timing of PT staff pay plan to align with City requirements.

Lighting Upgrade Transfer: The proposal sent to City Hall was approved and it was recommended that the Board approve disbursement of \$17,500 from State Aid for this computer-managed lighting project. This will be cost saving in maintenance fees applicable to current state. Approved (SCZ/JCD).

NEW BUSINESS

Unexpected Closing Policy: The policy was proposed, discussed and accepted to give the Director authority to make closing decision on behalf of the board in case of weather-related safety issue – building emergency or snow-related closing. It was concluded after some deliberation that an amendment be accepted that any staff already on a planned time off will not be refunded if a snow-day is called. (SS/JCD)

Programming Policy: The policy was amended to include a complaint section for patrons' use. With the amendment, the update was approved. (JCD/SS)

Capital Projects: The Director reported that there are a few items on the list for capital plans for the Library – not much different from prior year request. The generator will be included in this plan, with some building envelope, and mosaic project as well as other smaller ones. List to be shared.

Long Overdue Fines and Long-Lost Items: After some deliberations on the items lost and/or fines overdue, it was concluded that the various options be reviewed and presented to the Trustees in the next meeting considering inactive or deceased members.

Announcement

No announcements.

The meeting was adjourned at 5:31PM (SCZ/JCD).

Lawrence NFOR,
Board Secretary.