

## Trustee Meeting Minutes

March 9, 2026

The March 2026 meeting of the Leominster Public Library Board of Trustees was held on Monday, March 9, 2026, at the historical conference room of the library.

In attendance were Trustees Mark Bodanza, Sue Chalifouz-Zephir, Lawrence NFOR, and Susan Shelton. Trustees Jim Despo and Joanne D'Onfro 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 then handed over to the Library Director to coordinate the organizational meeting.

### **OPEN FORUM**

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

### **ORGANIZATIONAL MEETING**

The Library Director, Alexander Lent opened the organizational meeting with a request for nominations for the position of Board Chair. Trustee Bodanza was unanimously voted in as Board Chair (SS/LN).

Chair Bodanza then called for nominations for Vice Chair and Trustee Chalifouz-Zephir was unanimously voted in as Vice Chair of the Board (SS/LN).

Nominations for the position of Board Secretary was opened and Trustee NFOR was unanimously voted in as Board Secretary (SS/SCZ).

This concluded the organizational meeting.

### **APPROVAL OF MINUTES**

The minutes of the December 2025 meeting and those of January 2026 were both approved with minor spelling edit (SS/SCZ).

### **LIBRARY REPORT**

The Library Director's report was presented and updates reviewed and accepted as well by the Board. There were some noticed leaks being addressed, and any further repair will be under warranty and so will be resolved at no additional cost. Mini splits will be replaced soon and funds already allocated. Other updates were available to be reviewed closely in the agenda.

## OLD BUSINESS

**Carpet Update:** The report from the Director indicated a quote will be obtained and that cloned carpet samples will be available for the Board to view before selection and project completion.

**Staffing Updates:** The Director updated the Board (page 28) that there were eleven applicants in the current Library Assistant open position, four have been selected for interviews and with the help of the Assistant Director and Circulation Supervisor, joining the Director, a final candidate will be hired soon. The Job description modification from Circulation and Reception Assistant to Library Assistant, was approved by the Board (LN/SS). An updated Organization Chart was requested for our next meeting.

**Capital Projects List:** The Director presented the list included on page 26 of the packet. This was submitted to City Hall and receipt acknowledged as well.

**Cleaning Issues:** There has been a number of months where this issue has been brought up and this time clear video footage of cleaning crew not executing contract as expected but rather going through without clearly vacuuming as should. Contract suggests not to pay if job is not done. The Board encouraged the Director to cross out sections of the bill that does not reflect work done – hence not pay for work not done.

## NEW BUSINESS

**State Aid Transfer for Collections:** The material budget increase due to budget increase over the years requires increase in use of State Aid funds. Transfer of a total of \$67,000 was approved to be transferred for material (\$60,000) and events (\$7,000) was requested and approved by the Board (SS/SCZ).

**Patron Issues:** There has been some stability in patron relations in the past month – nothing to update.

**Carnegie Donation:** Funds announced in prior months that were designated for libraries across the US were received – a total of \$10,000 to support library up keep. The board suggested these funds be used to improve and have great programming to honor the donor.

**FY2027 Budget:** As presented on page 24 a level service budget was requested and thus submitted – keeping with rising costs but keeping overall budget level with prior year.

## Announcement

No announcements.

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

Lawrence NFOR, Board Secretary.