

## Trustee Meeting Minutes

September 10, 2018

The September meeting of the Leominster Public Library Board of Trustees was held on Monday, September 10, 2018, in the Leominster Public Library Conference Room.

In attendance were: Vice Chairperson Susan Chalifoux Zephir, Secretary Lawrence NFOR, Eladia Romero, Carrie Noseworthy and Jim Despo. Also in attendance were Sondra Murphy, the Library Director and two nursing student guests, who wanted to witness the running of public meetings – Carmen Sanchez and Caroline Tamfu.

The Vice Chair, given the absence of the Chair, called the meeting to order at 5:05 PM.

### APPROVAL OF MINUTES

The minutes of the August 13, 2018 meeting were approved (ER/CN).

### DIRECTOR'S REPORT

The Director's report for the month of August 2018 was accepted with a minor edit.

### OLD BUSINESS

A review of the discussions we have had in the past meetings about Shared Building Use revealed that there was a misunderstanding and not enough information was shared with the Fitchburg Library. Since a conversation was started with the Library, the board decided to wait on a conclusion by the Fitchburg Library to decide on formally accepting the Literacy program to share space with the Leominster Public library.

The vacancy for Assistant Director was filled. Ms. Tina McAndrew was hired to carry out the duties of this office. As with some other positions, the Director is carefully studying the duties of this office with respect to the extended functions that were carried out by the previous Assistant Director. This was highlighted even more when some of the friends' requests were not satisfied on time, with respect to letters of appreciation to donors.

A Technology and Reference Librarian was also hired within last month and the new employee is Brittany Recker. She comes in with amazing IT experience and needs to grow more

in Public Library experience. The Assistant Library Director and Technology and Reference Librarian will both start Mid-September 2018.

#### NEW BUSINESS

The Director of the Library presented a calendar of Library Holiday Closures to the board. This list was accepted (JD/LN) to match the closures by the City hall and good judgment from the Director with respect to overtime pay and safety of staff.

Some of the items of the action plan were updated with emphasis on safety among other things that were already accomplishing the desired results of the strategic plan. To achieve one of the trainings on ALICE, Ms Noseworthy would be introducing the Library Director to Jim LeBlanc, the new Interim Emergency Management Director. This will facilitate discussions on training of Library staff on ALICE. It was decided by the board that we have a review of the action plan with respect to the Strategic plan as a whole during the October meeting of the board.

The board approved a letter addressed to the Mayor, from the Library Director to request the transfer of state aid funds - a total of \$45,000 (CN/JD).

#### ANNOUNCEMENTS

Launching of the Leominster Library University was announced by the Director to hold on September 15, 2018 from 10:00AM until 12:00 noon. During this period, any library card that need to be replaced will be done free of charge.

The Trustees shared words of appreciation for the work done so far by the Library Director in holding the team together through all the hiring hurdles. It is our hope that as the team is now complete, she can focus on accomplishing other objectives of the strategic plan amongst others.

The board meeting adjourned at 6:10 PM. (ER/LN)

Humbly Submitted,

Lawrence NFOR,

Board Secretary.