

**Leominster Public Library
Board of Trustees
Meeting Minutes
November 25, 2019**

The November meeting of the Leominster Public Library Board of Trustees was held on Monday, November 25, 2019 in the Leominster Public Library Conference Room.

In attendance were - Chair, Mark Bodanza, Lawrence Nfor, Sue Chalifoux Zephir, Joanne D'Onfro, and Jim Despo. Also in attendance was Tina McAndrew.

Not in attendance - Eladia Romero, Sondra Murphy

The Chair called the meeting to order at 5:00pm.

OPEN FORUM

APPROVAL OF MINUTES

The minutes of the October 2019 meeting were unanimously approved with some edits (SCZ/JD).

DIRECTOR'S REPORT

OLD BUSINESS

Rebranding Project: Logo & Website

Tina stated that she emailed the Mayor the updated tentative logo to which he replied that he wasn't crazy about it. Some members agreed they like the color choices better. Discussion was had to wait until Sondra is back and to hear the Mayor's feedback before moving forward (JD/SCZ).

Part-time Circulation Desk Staff Update

Tina stated that Melanie Turpin has started as the 19 hour per week Circulation Assistant. She currently works at the Lancaster Public Library and is at ease with the circulation desk functions.

Child Safety Policy

Sondra and Tina were not able to suggest updates to this policy, so the Board agreed to have this stay on the agenda for next meeting.

NEW BUSINESS

City wide Technology Acceptable Use and Policies and Procedures

Bill Mitchell was asked to be present at the meeting to discuss the policy but did not come. Tina stated that the ITTF committee wrote this policy and at the October meeting agreed to take time until January to read and propose any changes. Then if agreed upon, the policy will be sent to the Mayor for approval. This will stay on the agenda for the next meeting

VPN access update

Discussion was had as to whether staff understood what VPN access meant. Sondra emailed all staff asking if anyone would like VPN access and no staff responded. November 7th USB access was disabled. Mark asked if the Library will have its own policy; the Board suggests Sondra write a policy for Library staff regarding who should have or not have VPN access and why. Mark reiterated that twice he double checked that there is currently no citywide policy for using USB access; that is why the ITTF is writing this policy now.

Patron Issue

Tina brought up that a patron that frequents the Library has continually been asked by various staff members to stop looking at inappropriate sites on the public computers on the second floor. Nancy suggested that in the past she and Susan Shelton would first have a message sent while the patron is on the computer stating that if the inappropriate site is not cleared the computer will be shut down. If the behavior doesn't stop then a letter was sent barring the patron from the Library. Mark suggested to bring our Computer Use and Internet Policy to the next meeting to discuss next steps.

Conferences

Mark wants to get conference spending under control and asked if there is some sort of plan in place. He would like Sondra to create a plan for who and why certain staff are sent with a cost breakdown. The Board would also like any attendees to write a summary of what they learned. If the Board has questions, then a request will be made for the staff member to present at a Board meeting to further explain. Discussion was had whether part-time staff should be sent if they just end up leaving. Lawrence suggested that full-time staff could just as easily leave and maybe if we invest in the part-timers they will be more likely to stay. Sue stated that the Library is good at training great people and we can do a better job at retaining them. Sue suggested that the Board Chair and Sondra seriously look at asking to add another full-time position to the staff during the budgeting process. There is concern that if money is being moved around for staff to go to conferences some other area of the Library is suffering.

Holiday Closure

The Board agreed to follow City Hall Closure for Christmas: close at 12pm Christmas Eve, December 24th, closed December 25th, reopen December 26th at 9am.

For New Year's: close at 5pm December 31st, closed January 1st, reopen January 2 at 9am.

Comp Time - Sondra

Mark presented a letter to the Board from the Mayor regarding comp time for Department Heads. Sondra worked extra hours on Columbus Day weekend; the Board agreed to have her take the four hours off by the end of the calendar year. Discussion was had regarding various city employees who do accumulate comp time. Joanne asked if the Library is going against city policy by having its own policy. Mark stated he does not know what other department heads do but he knows no one has ever taken this much vacation time. Mark will speak to the Mayor and hopefully the Mayor will speak with Wendy. Sue stated the Library is unique in that it is open 7 days a week unlike other city departments and the comp policy has evolved. Sondra will take four hours off by the end of the calendar year to replace the four hours worked during Columbus Day weekend (SCZ/JD)

Announcements

Mark congratulated Tina on her new job and the Board wished her well.

Director

Trustees

Friends

Mark suggested the Board go into Executive Session. Jim left the room and did not participate. The public portion of the meeting did not reconvene after Executive Session.

The meeting adjourned at 5:42pm (LN/SCZ).