

**Leominster Public Library  
Board of Trustees  
Meeting Minutes  
July 8, 2019**

The July meeting of the Leominster Public Library Board of Trustees was held on Monday, July 8, 2019 in the Leominster Public Library Conference Room.

In attendance were - Chair, Mark Bodanza, Lawrence Nfor, Sue Chalifoux Zephir, Eladia Romero and Jim Despo. Also in attendance were Sondra Murphy and Tina McAndrew

The Chair called the meeting to order at 5:03pm.

## **OPEN FORUM**

### **APPROVAL OF MINUTES**

The minutes of the June 2019 meeting were approved with several edits (LN/SCZ).

### **DIRECTOR'S REPORT**

The Director's report for the month of June 2019 was accepted. Jim suggested Sondra include a graph of the statistics at a glance included in the Director's Report to facilitate monitoring trends in circulation. The Board discussed the mention of drug paraphernalia found on Library property. The Board was happy with the inclusion of the Building Maintenance updates in the Director's Report.

## **OLD BUSINESS**

### **Rebranding Project: Logo & Website**

Sondra spoke about the input staff had given last fall during the staff meeting regarding logo ideas. Staff strongly opposed the use of apples. Sondra and Tina met with David and received his initial logo ideas which Mark sent to the Mayor. No one was wowed by the logo; Sondra sent David back to the drawing board. The Board discussed possibly using the apple or a variation thereof, such as a seed, and also creating a logo that represents the past and looks toward the future. Concern was voiced as to how the Martin T. Feldman Children's Room will be represented in the logo; Mark would like to see the Feldman contract to verify there is no mention of the Feldman family having input on a future Children's Room logo.

Brittany put together a website spec sheet; a vendor was selected that has done previous library websites. Sondra, Tina, and Brittany are meeting with the company on Wednesday.

### **Young Adult Librarian Position Vacancy**

Sondra and Tina interviewed two candidates; the third candidate declined. A second interview was conducted with one candidate; she came to do a book talk for the teens and the teens really enjoyed speaking with her afterward. She is ready and willing to start. The Board discussed the possibility of changing the hours of the YA position. Sondra spoke about the staffing level which stayed the same even when the larger, new building opened. To alleviate the strain for staff, Sondra has hired part time people to limit full-time staff desk time. Sondra would like to keep the YA position schedule as is. If kept the same, the other nights the YA librarian can do programming and not be manning a desk which will give her the flexibility to meet the needs of the teens. The one-night model was approved. Motion to approve by Mark; moved by (JD/LN).

### **Strategic & Action Plan**

The Board was happy with all the progress that has been made with the action plan. Many things have been accomplished and many items are underway. Technology is the main focus for the next few months. The server is 12 years old and can't handle the badging and heating/cooling computer software systems. Bill told Sondra he had it on his budget and was going to talk to the Mayor. The Board will advocate for the new server so the other upgrades can happen. In addition, the Library computers have a mandatory upgrade to Windows10 yet are too old to support it. The Board requested a schedule for updating the computers; Brittany has a technological update plan that will be brought to the Board. Mark will contact the Mayor about funding the server.

### **NEW BUSINESS**

#### **Comp Time Policy**

Mark would like to appoint a subcommittee to write a comp time policy and to address other personnel issues including reviews and job descriptions. Jim, Sue, and Lawrence will be on the subcommittee. Sondra submitted a policy Susan had used that currently is being followed by Library staff.

#### **Millette Trust Transfer**

A request was made by Sondra for a transfer from Gifts and Donations to the working budget from the Millette Trust Fund to cover the Fruitlands Trip. Motion to approve (SCZ/JD).

#### **Technology Infrastructure Needs**

The Board would like Brittany to come speak at the next meeting. Sondra will send Brittany's write up of the infrastructure needs to the Mayor.

### **Annual Review Process**

Sondra included a review process for Library Directors from the Albany Public Library.

### **Trustee Appointment - James Despo**

Carrie has resigned. Mark reached out to wish her well. Sondra and the Board will consider people who can serve on the Board. Sue suggested the Board remain three men and three women. Jim has been appointed for another three-year term on the Board.

### **Auto-Renewal in Effect July 1**

Auto-renewal went into effect on July 1 and the patron response has been amazing. Patrons are loving it. This could possibly affect the amount of fines the Library receives but this was a system wide change that libraries could not opt out of. This auto-renewal will boost circulation numbers but only on physical items; no e-books will be automatically renewed.

### **Notary on Staff**

Tina is a notary. Mark advised Tina to follow Secretary of States guidelines and to not notarize items for staff. Mark suggested letting City Hall know that Tina is a notary so that she may cover appointments when the notaries at City Hall are on vacation or out of the office.

### **Painting Donation to the Children's Room**

The Children's Room staff requested the Thumbelina print be reframed. The Board advised against it as a new frame would devalue the painting.

### **Announcements**

#### **Director**

Renee Wheeler attended the American Libraries Association annual meeting in Washington, DC and was inspired and renewed. She enjoyed her time and learned a lot which she shared in a write up with the Board.

#### **Trustees**

#### **Friends**

The meeting adjourned at 6:00(SCZ/LN)