

Trustee Meeting Minutes

October 13, 2020

The regular monthly meeting of the Leominster Public Library Board of Trustees was held on Tuesday, October 13, 2020 via Go To Meeting teleconference. The meeting was called to order at 5:01 PM.

In attendance were: Chairperson Mark Bodanza, Vice Chairperson Susan Chalifoux Zephir, Susan Shelton, Joanne D'Onfro and James Despo. Lawrence Nfor was absent.

Others present included Acting Interim Director Nicole Piermarini, Martha Bradford, and Margaret Curran.

Minutes

Approval of the September 14, 2020 Trustee Meeting Minutes was continued to the November 9, 2020 meeting.

Clarification was made regarding the position responsible for hiring part-time staff under the Staff Vacancies subsection.

Director's Report

Clarification was made that the large increase in circulation stats was the result of the auto-renewal feature being reenabled in Evergreen.

The Acting Interim Director detailed the process involved in procuring PPE for the library. She and the Administrative Assistant have spent considerable time sourcing the correct products as there is no coordinated city-wide effort to order supplies. The library has enough supplies now to last at least through the winter if not longer.

The Acting Interim Director relayed the current state of the dry-sprinkler system replacement, noting the proposal's approval and inclusion on an updated maintenance schedule.

The trustees have requested the circulations statistics include a month to month comparison and a running total for the fiscal year be provided with prior fiscal year totals for comparison.

Old Business

Library Reopening and Hours

The Acting Interim Director outlined the reopening proposal as agreed upon by the staff on Thursday, October 8, 2020. She noted the staff were in the process of writing up the proposal. Once written, the proposal will be sent to the Board of Health for approval of the sanitization

schedule and the response to a staff member testing positive for COVID-19. Once approved by the Board of Health, it would go before the Board of Trustees for final approval before being given to the Mayor.

Clarification was given that the library had opted for a 72-hour quarantine based on the initial findings from the REopening Archives, Libraries, and Museums Project (project REALM). Depending on the surface type, Project REALM found that Covid-19 could live on library surfaces from 3-8 days.

Building Management System Upgrade

The Acting Interim Director relayed that the BMS upgrade is complete. Because of the new system, the Building Maintenance/Craftsman has been able to pinpoint and fix loose wires as well as replace faulty sensors which will help the system run more efficiently.

Curbside and Return Statistics

The Acting Interim Director relayed that the items due while the bookdrop was closed are now considered lost and billed. Staff have been extending the due dates on an ad hoc basis to allow patrons time to locate items. She requested the board consider waiving the \$7 processing fee if a patron were to buy a duplicate replacement copy stating it would allow for flexibility in the time of COVID-19.

Trustee Shelton moved “to waive the processing fee of \$7.00 until 12/31/2020” (JD’O). Clarification was made that the motion as worded would apply to all lost items, not just items lost during the pandemic. The motion was adopted. Vote: 5-0

Part-time Staff Increases

This item was moved out of order and discussed before Curbside and Return Statistics. Part-time staff increases have been enacted.

Server Project Update

The Acting Interim Director relayed that the hardware needed for the server project has been secured and HiQ has agreed to speed up the installation timeline as the much-needed C-Cure Door System upgrade is dependent on the new server.

Art Audit

The Acting Interim Director relayed that the Local History and Genealogy Librarian was doing preliminary research into the maps and Thumbelina painting.

The trustees discussed the library’s previous art appraisal schedule, ultimately deciding to keep the library on a 10-year appraisal cycle if possible. They requested the Acting Interim Director

consult with Travelers Insurance to see if the Thumbelina picture can be added to the insurance without an appraisal.

Social Media Policy Review

The Acting Interim Director relayed that the library has not been generating any original content but rather only advertising programs and responding to messages.

Further discussion on the Social Media Policy was continued to the November 9, 2020 meeting.

Staff Vacancies

This item was moved out of order and discussed before Social Media Policy Review.

The Acting Interim Director clarified that all of the part-time staff that can work 19 or more hours are doing so. She relayed those currently working more than their regular 19 hours to help cover for vacancies would need to again be limited to a maximum of 19.5 hours per the Comptroller.

The trustees discussed the possibility of approaching the Mayor about the possibility of hiring three part-time staff as part of expanding the libraries current services.

New Business

Staff Areas

The Acting Interim Director relayed staff concerns about non-staff members entering staff-only areas. The trustees agreed, given COVID-19 and its associated risks, it seems appropriate to not have non-staff members in staff areas.

SORA

The Acting Interim Director shared that school librarians Martha Bradford and Margaret Curran had approached the library wanting to offer SORA in conjunction with Public Library Connect via Overdrive. CWMARS voted to allow individual libraries to opt into this program in a close, divided vote. Clarification was made that the majority of the reasons for the divided vote did not apply to Leominster.

School librarians Martha and Margaret stated the schools had recently purchased the MLS MA E-Book Collection and joined SORA. They presented the benefits of SORA for Leominster's children, highlighting both the potential to improve reading outcomes for all children and the expanded access to materials now that Leominster is a 1 to 1 district. They detailed plans to partner with the library to offer library card sign up drives and to continue to promote public library programs and services.

The Acting Interim Director clarified there was no cost to partnering through Public Library Connect and the agreement ran in perpetuity until either CWMARS terminated their agreement with Overdrive or the library chooses to opt-out.

Trustee Shelton moved “to authorize the library’s connection to SORA through CWMARS” (SCZ). The motion was adopted. Vote 5-0.

User’s Council Meeting- Fine Free Discussion

The Acting Interim Director relayed that the CWMARS User’s Council discussed libraries going fine free. In light of the current pandemic, many libraries are opting to go fine free and she voiced concern that larger libraries such as Worcester going fine free could place pressure on Leominster to go fine free as well.

Trustee Shelton recalled that the library generates upwards of \$30,000 a year in revenue that goes into the city’s general fund. She clarified that interest income generated by trusts is applied to the individual trusts and is held by the Treasurer.

The Chairperson noted the Mayor just sent an appropriation to the City Council to pay for a large portion of the library’s switches and firewall upgrades.

The trustees requested a break down on revenue turned over to the city for the previous five years before discussing this topic further and speaking with the Comptroller and Mayor.

ANNOUNCEMENTS:

Director

During the October 7, 2020 microburst brown out the library lost power. While there were no immediate signs of damage, on Saturday the building was aggressively hot. The Building Maintenance/Craftsman and a technician from ImPower ascertained the Energy Recovery Units (ERUs), which provide clean air to the building except in the Community Room and Cormier Center, were not functioning as they should. The manufacturer no longer supports the control line and the handheld system the manufacturer provided to help diagnose issues isn’t working. The ERUs will need to be replaced and this is expected to cost around \$12,000.

The meeting adjourned at 6:20pm.

Nicole Piermarini, Acting Interim Director