

Trustee Meeting Minutes

December 12, 2022

The December 2022 meeting of the Leominster Public Library Board of Trustees was held on Monday, December 12, 2022, at the conference room of the library.

In attendance were: Mark Bodanza, Susan Chalifoux Zephir, Lawrence NFOR, Susan Shelton, and Joanne D'Onfro. Jim Despo was absent for the day. Also present were the Library Director Alexander Lent and Nicole Butler, the Assistant Director. Present as well to meet and greet the Trustees were staff members, Sarah Chapdelaine, Head of Children's Services, Sirkku Ashton and Sabrina Bonetti, Circulation and Reception Assistants.

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

OPEN FORUM

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

Staff Introductions: After Trustees introduced themselves to the members of staff present, we had them introduce themselves and stating their roles at the library. It is always great to meet the people who make this library great and put a face to the names and functions that they each perform.

APPROVAL OF MINUTES

The minutes of the board of trustees meeting of November 2022 were moved to be approved in January 2023 after an observation that the minutes sent were draft-notes version and so the full version was to be circulated electronically and then included in next meeting's packet as well.

LIBRARY REPORT

Report was accepted as presented with all updates, especially on roof leaks, from the Director.

OLD BUSINESS

Patron Issues: Patron who was issued a NTO reached out to City Hall and HR provided forms for them to fill out. It is worth noting that the form does not address specifics to the current library situation. Suggestion was made to include language in our NTOs to include a statement indicating that the patron in such a case could contest the decision through the Library Board of Trustees. Motion was accepted 5-0 (SS/JCD).

NEW BUSINESS

Discussion regarding interpretation of service animal laws and policy: After an in-depth discussion on the law and policies in place, and the fact that neighboring libraries did not have similar issues to deal with, an amendment was arrived at to include the language that pets be disallowed from use of library furniture that is used by other patrons (LLN/JCD). The Director will update our current policy and bring up in the next board meeting.

Staffing Update: Newly hired Head of Adult Services, Michael Conboy, submitted his resignation to take up a new role in Littleton as Assistant Director. The position was posted and currently we have three applicants.

Calendar Year 2023 Board of Trustee meeting dates Page 34 has calendar proposed for 2023 trustee meetings. After review, it was accepted unanimously (JCD/SCZ)

Marcia W. O'Donnell Art Activities Fund for 2023 Page 35 carries the proposal for art programming for kids in 2023. It was reviewed and accepted by the entire board (LLN/SS).

Announcements:

The personnel subcommittee met and had a visit from one patron with great words of appreciation for the services the library renders and the good customer service the staff do offer. The chair of the subcommittee, Trustee Jim Despo, resigned from this role. During the meeting, Trustee Susan Shelton was nominated and accepted role as new chair of the personnel subcommittee.

The meeting adjourned at 5:36PM (JCD/SCZ).

Lawrence NFOR,

Board Secretary.