

Trustee Meeting Minutes

February 14, 2022

The February 2022 meeting of the Leominster Public Library Board of Trustees was held on Monday, February 14, 2022, at the conference room of the library.

In attendance were: Mark Bodanza, Susan Chalifoux Zephir, Lawrence NFOR, Susan Shelton, Joanne D'Onfro and Jim Despo. Also present were the Library Director Alexander Lent and Assistant Director Nicole Butler.

The Library Director called the meeting to order at 5:05 PM.

ORGANIZATIONAL MEETING

The Library Director chaired the organization of the board of trustees by calling on nominations for the role of the Board Chair.

Chair: Mark Bodanza was nominated, seconded and voted in (6/0) as Board Chair (JD/JCD)

The Chairperson then assumed position and continued with nominations for the two other officer positions.

Vice Chair: Susan Chalifoux Zephir was nominated, seconded and voted in (6/0) as Vice Chair of the Board (JD/SS)

Secretary: Lawrence NFOR was nominated, seconded and voted in (6/0) as Board Secretary (JD/SCZ)

OPEN FORUM

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

APPROVAL OF MINUTES

The minutes of the board of trustees meeting of November and December 2021 were approved with some corrections to Nicole's last name and library materials in the budget (JCD/SCZ).

LIBRARY REPORT

The Library report was accepted as presented with updates by the Director. Noted and appreciated was the updated building report. Door and staff elevator issues will be resolved as early as the contractor arrives this week.

The city is carrying out an assessment of classification and job functions to ensure pay scale is in line with current scales and even across departments. The library is participating this week.

There has been minor leaks on the rubber roof which is out of warranty. No active leaks currently and repairs will be made, though hard to locate the fine spots. The board asked the Director to look for a possible extension to a 15 year warranty as members recall.

OLD BUSINESS

Daily Overdue Fines: As requested in prior meeting, historical picture cannot be obtained but rather a snapshot. Over six thousand patrons have some sort of fine. It was observed that there is a divide in decision to cancel fines or lower fines. This was concluded that it be tabled until we have a clear picture of the next step in resolving this issue and have books returned in/on time.

NEW BUSINESS

Art Exhibit Policy: Some practical changes were made for ease of management and review. It was recommended that such documents in the future be shared as a word document with tracking for ease of comparison before change being reviewed. The art exhibit policy was then approved as amended (SCZ/JCD).

Pay Increase for Cross-Trained Staff: Given that some of the staff are cross-trained and carry out the duties of other positions of a higher pay scale, the Director suggested paying these staff members accordingly. The board requested that this be brought up in the next meeting with the various combinations of pay and implementation. The Director confirmed that this will be budget-neutral.

Joanne D'Onfro, notified the board that she will be unavailable for the March 14, 2022 meeting.

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

Lawrence NFOR, Board Secretary.