

Trustee Meeting Minutes

July 10, 2023

The July 2023 meeting of the Leominster Public Library Board of Trustees took place on Monday, July 10, 2023, at the historical 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, Nicole Butler, the Assistant Director. Teen Services Librarian Nadia Friedler and Cormier Center Assistant Olivia Byrom were available to introduce themselves to the Board.

The Chair, Mark Bodanza, called the meeting to order at 5PM

OPEN FORUM

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

Staff Introductions

Teen Services Librarian Nadia Friedler and Cormier Center Assistant Olivia Byrom shared their experience and excitement working with the team at the library. Very excited Olivia shares that she is the youngest member of the team and will be turning seventeen soon, just started Drivers Ed, having served for one year now at the library (started May, 9 2022).

APPROVAL OF MINUTES

Two sets of minutes were available to be approved – May 2023 and June 2023 minutes. It was noted that Joanne D’Onfro was not present for the June meeting. It was also noted that the retirement date for Beth was June 30th and the party, planned for June 22nd. With those corrections, both minutes were approved. (SCZ/SS)

LIBRARY REPORT

The Library Report was presented with highlight on van, pending some work to make van noticeable and accessible with lift gate. Updates on the allocation of electricity bill was also shared, with respect to what is paid to National Grid and what is obtained as solar credits. Significant issues still pending with the elevator vendor, Otis, with incorrect invoices for a long time crossing over fiscal year. After the deliberations, the report was accepted by the board.

OLD BUSINESS

Patron Issues: Some patron issues were observed throughout the month, but nothing arising to the issuance of NTOs.

NEW BUSINESS

Staffing Update Search for Head of technical Services, still ongoing as search was extended after a failed first round, given the complicated nature of this position. A tech services assistant was hired from within, and a circulation and reception position was made open as a result. Interviews on-going as well.

FY2024 Budget The Budget on page 27, noted an increase in the materials budget – overall a flat budget.

Friends of the Library Vending Machines This service is still being monitored and so far it has a good feedback from both the patrons and the friends managing the service. Use has increased greatly and minimum staff interactions. The board agreed to extend the use of the vending machines permanently with connections of water pipes so staff don't have to lift water to refill. An authorization of up-to \$2,000 was approved for the water connection work (SCZ/SS).

Personnel Sub-Committee Update and Director's Contract The goals were presented and a review timeline as well was presented by sub-committee chair, Susan Shelton. On Contract wording to align with other heads of services within the city, the board accepted the proposal from the committee to change wording to reflect "40 hours including lunch". (SS/JD).

Art Insurance Page 7, Art insurance to be paid in August, motion was made to approve payment of art insurance (LN/JCD).

Time off Request The Director requested 5 days over the summer July 28th, and 31st, August 4th, 7th and 28th. These dates were approved by the board (JCD/JD).

August Board of Trustees Meeting The August Board of Trustees meeting was cancelled as tradition since not much need currently exists. An emergency meeting could be called if necessary (SS/JD).

ANNOUNCEMENTS:

No announcements from Library nor Trustees

The meeting adjourned at 4:51PM (SCZ/SS).

Lawrence NFOR, Board Secretary.