

POLLARD MEMORIAL LIBRARY BOARD of TRUSTEES
Meeting Minutes

Meeting took place on January 6, 2021 by conference (Zoom) call.

➤ Call to Order

- Meeting was called to order by Donna Richards at 5:35pm.

➤ Attendance:

Present:

Excused:

Donna Richards, Chair

Suzanne Frechette, Vice Chair -absent

Linda Kilbride, Secretary

VACANCY

Syed Hasan

Helen Littlefield

Sara Marks

Anne Mulhern

Muriel Parseghian

Christine O'Connor -absent

Amy Watson

Victoria Woodley, Director

Guest: Belinda Juran - Foundation

Katy Aronoff – potential applicant for trustee position

➤ Acceptance of / Amendment to Agenda

- The agenda was unanimously approved on a motion by Donna Richards and seconded by Linda Kilbride.

➤ Meeting Minutes – December 2, 2020

- The meeting minutes were unanimously accepted on a motion by Donna Richards and seconded by Syed Hasan.
There was a spelling error noted in the December minutes. It was corrected by the secretary.

➤ Resignation of Marianne Gries

- According to the By-Laws: Marianne's term ends December 31, 2022, therefore, there is a 2 year opening. An Associate Member can apply.
- The opening is posted on the PML website, Employment Opportunities, but NOT the City of Lowell website.
- Donna requested that Victoria add the Trustee opening to the Board and Commission Opportunities which is listed under the Government heading. Under Current Vacancies it

is not listed. I did find the posting on Employment Opportunities in Lowell but if I were interested in a Board opening I don't think I would look there first.

- Slate of Officers for 2021
 - Nomination needed for Chair, Vice-Chair, and Secretary. Donna Richards, Suzanne Frechette, and Linda Kilbride have served in these rolls for 1 year.
 - Donna and Linda agreed to continue in their roles as Chair and Secretary respectively.
 - Anyone who wants to be vice chair should email Vicky and Donna

- Update on the CARES Act Spending \$73,000 was received
 - Extended funding to Dec 31, 2021
 - Items to be purchased are ready to go there is some money left.

- Update on State Aid (SEE COMPLETE eMAIL BELOW)
 - *Received December 10, 2020*
At the MBLC Monthly Board Meeting last week, Liz Babbitt and I updated Commissioners on the status of the current State Aid Program and the extended timeline for certification, due to budget delays at both the state and local levels. We are awaiting the Governor's sign off on the FY 2021 budget which was approved by the Legislature last Friday. If the Governor approves the budget as passed by the House and Senate, State Aid will be funded at \$12 million, a 20% increase over FY 2020.
 - Waiver request has been received, there were some questions about the numbers from the city asked for minutes to be sent to check the numbers. They will decide on waiver in January, should get payments in February. Many of the metrics are waived or more lenient.

- Public Access to Agendas (posting) and Minutes
 - It was asked if the Trustee Meeting could be added to the PML Event Calendar. According to Vicky it should be on there, but she will double check and make sure.
 - Vicky will have to put it on the Lowell event calendar.

- Circulation Report Comparison of 2020 to 2019
 - Mulhern requested an update on the following statics:
 1. Number of physical items checked out by the library.
 2. Number of physical items sent to other libraries for checkout
 3. Number of electronic items checked out
 - She is looking for comparison of a month the library open and one where the library was closed. The report was run for the entire year.

- COVID vaccinations for City of Lowell employees

Joanne Belanger sent a message saying that the state decided on the phases of the vaccine rollout and the city would be following those guidelines.
Discussion followed about the need for the library staff to get vaccinated.

- Chairperson's Report (Donna Richards)
 - There was no Chairperson's report.

- Directors Report (Victoria Woodley)
 - Victoria prepared the December Director's Report and distributed by email.
 - Syed questioned the fact that there was only one incident and Vicky confirmed.
 - Lot of money in FY21 budget, meeting with director to spend down the money.
 - Donna Richards requested that they look at purchasing chairs, because the physical appearance of the library needs updating.
 - Received first installment of literacy grant

- Foundation Report (Donna Richards)
 - The foundation did not meet in December.
 - The next meeting is scheduled for January 20, 2021 at 8:30am via Zoom.

- Friends of the Library Report (Helen Littlefield)
 - Next meeting January 9, 2021, they are going to be discussing membership categories
 - Start 2021 membership drive
 - Sara Marks asked about people who have been paying \$10 and how will this be categorized. Helen said they will be assessing different categories, discussion on how many and what the cost will be.
 - The members of the Friends board are the only ones that get the invitation to the meeting

- Old Business
 - MVLC Automatic Renewal Feature
Results from the new report Alicia Verno created for us. Can be run on a custom date range. Please be advised that we will have to run this on a regular basis if we want to keep statistics long term. The info will eventually disappear from the system once the borrowing periods conclude.

Automatic Renewals by Date Range

Trans Stat Date	Number of Renewals
2020-11-25	110
2020-11-27	100
2020-11-28	31
2020-11-29	3
2020-11-30	42
2020-12-01	36
2020-12-02	18
2020-12-04	69
2020-12-05	57
2020-12-06	29
Total	495

- Will run for one year to see if the data is meaningful.
- Christine O'Connor had brought up an idea of working with the senior center to have volunteers who are willing to read be partnered with elderly clients. Christine was not here, so it was not addressed.

➤ New Business

No new business

➤ Adjournment

- The meeting was adjourned at 6:48 PM on a motion by Donna Richards and seconded by Helen Littlefield. All in attendance were in favor.
 - The next meeting is scheduled for Wednesday, **FEBRUARY 3, 2021** at 5:30pm

➤ Minutes prepared by Linda Kilbride

➤ January 6, 2021