

POLLARD MEMORIAL LIBRARY BOARD of TRUSTEES

Meeting minutes

Meeting took place on February 3, 2021 by conference (Zoom) call.

➤ Call to Order

- Meeting was called to order by Donna Richards at 5:34 pm.

➤ Attendance:

Present:

Absent:

Victoria Woodley, Director

Donna Richards, Chair

Anne Mulhern, Vice Chair

Linda Kilbride, Secretary

Katy Aronoff (Associate)

Suzanne Frechette

Syed Hasan

Helen Littlefield

Sara Marks

Christine O'Connor

Muriel Parseghian

Amy Watson (Associate)

Guest:

Belinda Juran

➤ Acceptance of / Amendment to Agenda

- The agenda was unanimously approved on a motion by Helen Littlefield and seconded by Syed Hasan.

➤ Meeting Minutes – January 6, 2021

- The meeting minutes were unanimously accepted on a motion by Helen Littlefield and seconded by Christine O'Connor. Suzanne abstained.

Corrections to January 6: Update on state aid 2nd bullet point MBLC asked for MUNIS report to double check numbers.

Under circulation reports: Number of physical items checked out at our library.

➤ Welcome new Full Member Trustee and new Associate Member Trustee

- On January 26th the City Council approved *Syed Hasan* as a FULL member (replacing Marianne Gries) and *Katy Aronoff* (replacing Sy Hasan) as an ASSOCIATE member of the PML Board of Trustees

➤ Reappointment of Suzanne Frechette

- Suzanne sent a letter of intent to the CM's office to request another 3-year term.

➤ Vice Chair Nomination and Installation

- Helen Littlefield wrote on January 7th I would like to nominate Anne Mulhern for the office of vice-chair of the PML Board of Trustees. Donna made a motion to vote for Mulhern, Linda Kilbride seconded it was unanimously accepted.

- Committee Selection
 - The chair sent a document with committee expectations and members currently serving on those committees to all board members. She requested the board members let her know if the board members had any particular interest, they wanted to pursue.
- City of Lowell Official Website – status of Trustee posting.
 - A discussion of where trustee vacancy postings should appear on the city website. There were several issues noted. Victoria is going to look at them and contact the appropriate people.
 - Posting of the meeting notices was also discussed. It was noted that other boards have the comment: [For the ways to access specific meetings, please visit the agenda center](#) .
Vicky will have this fixed
- Update on the Expenditure of CARES Act Funding
 - CARES Act money was specifically earmarked for services and items that support youth online programming. So it would have to be tied to that mission. We have already put 2 MacBook Pros , and a portable speaker on our CARES Act fund list.
 - The wish list was presented to the Foundation stating which had items purchased and those put on hold.
 - Still needs the state to approve things to buy, Hoopla was turned down \$14,000. Other things will be requested.
- PML Website – Trustee Meeting Posting
 - It was on the Event Calendar and if you select it takes you to the agenda.
 - The open position posting is still on the home page – that should be taken down.
- General Information for New Board Members and Orientation Checklist
 - The document has been revised to serve as a tool for all three boards. The document provides an overview of the library, the boards, and some helpful resources. It was reviewed by some library staff and edits made. Any input should be forwarded to the chairman.
 - The Orientation Checklist has been revised as it is specific to the Trustees.
Unable to get on the trustee email account. The password was given to the trustees.
 - Google documents for trustees does not work properly. Vicky is going to work on it.
 - Muriel wants to see Lowell history and who we serve Donna and Muriel will work on it
- By Laws Revision Update
 - Phillip Geoffroy (CM Executive Assistant) was contacted to inquire if there was a citywide process for obtaining new board members. His response was that board members are welcome to recruit new members, but they must follow the regular HR process to apply. The decision is ultimately the city manager's.
 - The appointment process for board members is described in the ordinance chartering the board which he forwarded.
 - Christine O'Connor reached out to help with the process. With Christine and Victoria, Donna will make certain the PML Trustee by Laws are revised to reflect the city ordinance. Changes will be sent to all Trustees for comment. I will try to get this done for the March meeting.
 - Copy of ordinance for board that needs to be incorporated into our bylaws.
 - Governance committee will work on it and present it to the board 30 days before they are voted on.

- FY22 Budget Update
 - Everyone received the FY21 budget from the City Website.
 - Victoria is preparing the FY22 budget, which is due Friday, February 5, 2021. She has accounted for salaries and materials increases. The budget prepared will meet the MAR (Municipal Appropriation Requirement) needed to maintain certification and get State Aid.
 - FY21 budget report for 6 months – maybe quarterly going forward – metrics and preparation of FY22 budget -
 - Budgeted everyone at least to \$15 per hour minimum wage.
 - Discussion of budget for FY22
 - Need for Trustee advocacy

- Chairperson's Report
 - Strategic Plan – A Team from the Library had the opportunity to meet via Zoom with Amanda E. Standerfer, Lead Consultant from Fast Forward Libraries, to discuss her proposal to the Pollard Memorial Library (PML) for strategic planning process facilitation and consulting. Contract is for \$15,850 plus some travel.
 - There are four phases of the strategic plan.
 - Mass Board of Library Commissioners series of talks – free offerings
 - Maura Deedy, Library Advisory Specialist will lead a new monthly series, Trustee Deep Dives, that will bring trustees together for an in-depth conversation on trustee roles and responsibilities.
 - Mulhern mentioned vaccine questions again

- Directors Report (Victoria Woodley)
 - Victoria prepared the January Director's Report and distributed by email.
 - The damage on the back wall of the stacks is extensive. It has been happening for several years, nothing has been done, the entire back wall is damaged.
 - Problem with light fixtures? Change to LED lights

- Foundation Report (Donna Richards)
 - Fiona Davis, author of The Lions of Fifth Avenue, has been selected to be our author this year. The paperback will be released May25th. Authors are doing virtual events for significantly less. Other Books: The Dollhouse, The Chelsea Girls, The Masterpiece, The Address The event will be virtual again this year and is scheduled for Thursday, April 29th.
 - The next meeting is scheduled for February 17, 2021 at 8:30am via Zoom.

- Friends of the Library (Helen Littlefield)
 - Helen is now secretary for the Friends
 - New membership fees being discussed \$5 senior and student, \$15 for individuals, \$20 for families, business \$100 and \$150.

- Old Business
 - Christine O'Connor brought up an idea of working with the senior center to have volunteers who are willing to read be partnered with elderly clients. Reading to the elderly who may be alone/isolated could provide them some connection to the outside.

> New Business

- Author night, working with Lowell Book company to have signed books available.

> Adjournment

- The meeting was adjourned at 6:58 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, **MARCH 3, 2021** at 5:30pm.

