

POLLARD MEMORIAL LIBRARY BOARD of TRUSTEES
Minutes 3-2-22

Meeting took place on March 2, 2022, as a hybrid meeting, both in person and via Zoom.

➤ Call to Order

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

- Attendance:

- Present:

- Victoria Woodley, Director
 - Anne Mulhern, Vice Chair
 - Donna Richards, Chair
 - Linda Kilbride, Secretary
 - Katy Aronoff
 - Judith Davidson
 - Suzanne Frechette (Zoom)
 - Muriel Parseghian

- Excused:

- Amy Watson (Associate)
 - Helen Littlefield
 - Christine O'Connor
 - Syed Hasan

- Acceptance of / Amendment to Agenda

- The agenda was unanimously approved on a motion by Linda Kilbride and seconded by Muriel Parseghian.

- Meeting Minutes – February 2, 2022

- The meeting minutes were unanimously accepted on a motion by Muriel Parseghian and seconded by Donna Richards.

- Appointment of Judith Davidson

- Judith Davidson was welcomed as a new member of the board.

- Library Tour for Councilors

- The Pollard Memorial Library and its supporting organizations, the PML Trustees, the PML Foundation, and the Friends of PML, are planning a tour of the Library on Tuesday, April 5th at 5:00PM in recognition of National Library Week. We are inviting the City Manager, Mayor Chau, and the City Councilors.
 - We plan to have a brief tour of the library followed by a reception with sandwiches or other light dinner fare as we know everyone must get back to City Hall for the 6:30 City Council meeting.

- Update on Strategic Plan Implementation
 - WOACE - SP Teams are in place (subcommittees) devoted to tackling the major goals of the Strategic Plan.
 - SPOT TEAM provides oversight of all teams – Donna
WELCOME – Sy and Mulhern
OUTREACH – Suzanne and Mimi
ADVOCACY – Donna and Katy
Tour, outline for tour, consistent message, working on jacket or vest for library staff
CULTURE - Amy
ENGAGE – Helen
- Update on Bookmobile Project
 - Trustees need to advocate for APRA funds
 - The head of purchasing has given Vicky two bids. Vicky has requested more information on each.
- Update on FY23 Library Budget
 - Vicky discussed accomplishments over the last year. These including acquiring the bookmobile and finishing the strategic plan along with many others. Goals for next year and some items that were not accomplished were also discussed. Discussion on the budget will take place on March 25th and there may be meetings with the department head.
- Chairperson’s Report
 - Recruiting for a new Director. Position is posted on City of Lowell and PML website. ‘Posting’ is also on the MBLC website and the Simmons College job board. Kati will put the job on Linked In.
 - The Library is preparing for National Library Week (April 4 – 9). The theme is “Connect with your Library”. Sean mentioned that the Library is “the real Lowell Connector.”
 - Salary adjustments for part time staff were approved.
 - Security guard hired has not yet been hired.
 - Policies –
 - There is a need for a repository for all policies. Timeline for review of policies by the trustees should be established.
 - Board committees
 - Nominating/Personnel Committee Report
Committee Members:
Katy Aronoff
Linda Kilbride
Donna Richards
 - Governance Committee Report
Committee Members:
Suzanne Frechette
Syed K. Hasan
Anne Mulhern

Muriel Parseghian

- Art Committee Report
Committee Members:
Linda Kilbride
Donna Richards
* Amy Watson
No update at this time.

- Outreach Committee Report
Committee Members:
Donna Richards (PML Foundation)
Helen Littlefield (Friends of the PML)
Katy Aronoff
Muriel Parseghian

- Security/Building and Grounds Committee Report
Committee Members:
Suzanne Frechette
Helen Littlefield
Anne Mulhern
Amy Watson

○

- Directors Report (Victoria Woodley)
 - Victoria prepared the March Director's Report and distributed by email.
 - Vicky expressed concern about the front stairs and how they can be slippery. She brought forth some solutions and it was suggested that she speak to the city safety officer to see if there were any practices in place already.
- Foundation Report (Donna Richards)
 - The PMLF meeting took place on February 16, 2022. Detailed planning for Author Night is underway. Jamie Ford will be speaking at the Library on May 18th. It will be offered as a hybrid event.
 - Elinor Lipman Award – The creation of the Elinor Lipman Award was in response to ways to increase the visibility of the Library, engage the community, and benefit the community. Elinor has been most generous with her time and support. She also recruited two authors (friends) to join her in judging the submittals. Please, please get the word out to promote the award. Dick Howe gave a nice plug in his newsletter. The SUN wrote an article. Sean put the link for the award on the front page of the library's website. It is important to note that the funding to accomplish this has come from Loom Press NOT from donations made to the Library via the Foundation.
 - PMLF In Memory Of - Donna provided an update of recent book purchases under our newly adopted "In Memory Of" policy. The books that are purchased are selected from the recommendations made by the library staff. We also discussed a potential campaign to promote "In Honor Of" book purchases.
 - Our next meeting is scheduled for March 16, 2022.

→ Friends of the Library Report (Helen Littlefield)

- *Bridget Cooley* provided an update at the PMLF meeting. The Friends are planning a book sale to take place in May. They are also working on another “Grab ‘n’ Go” event. The Friends are planning a tour AND an art competition as an activity during National Library Week.
- The book sale will be held this year. More details to follow.
 - The Friends received a very generous donation of \$750 from Takeda Pharmaceuticals via Blackbaud, a conduit for charitable giving for large companies. We don’t know how or why the Friends were chosen but are very grateful that we were chosen. There is an in-person meeting of officers planned for March 12 at 10 a.m. in the Community room to discuss ways to increase membership, and a regular board meeting on March 31 at 6 pm. The meeting’s location is yet to be determined. (Email from Helen)

> Old Business

> New Business

- Keeping Trustees ‘in the loop’ – sharing of information – As you think of issues that you feel need to be addressed send them to Victoria and me and we will make sure they get on the agenda.

> Adjournment

- The meeting was adjourned at 7:10 pm PM on a motion by Donna Richards. All in attendance were in favor.
- Our next meeting is Wednesday, **APRIL 6, 2022**.