

POLLARD MEMORIAL LIBRARY BOARD of TRUSTEES
Meeting Minutes

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

➤ Call to Order

- Meeting was called to order by Donna Richards at 5:33 pm.

➤ Attendance:

Present:

Victoria Woodley, Director
Donna Richards, Chair
Anne Mulhern, Vice Chair
Linda Kilbride, Secretary
Katy Aronoff (Associate)
Suzanne Frechette
Syed Hasan
Helen Littlefield
Christine O'Connor
Muriel Parseghian
Amy Watson (Associate)

Excused:

Sara Marks

Guest: Belinda Juran

➤ Acceptance of / Amendment to Agenda

- ADD – Message on Library website regarding opening put under new business ethics and open meeting law.
- The agenda was unanimously approved on a motion by Syed Hasan and seconded by Linda Kilbride.

➤ Meeting Minutes – February 3, 2021

- The meeting minutes were unanimously accepted on a motion by Syed Hasan and seconded by Suzanne Frechette.

➤ Library Re-opening Update

- Opening went well, same hours, someone is stationed at the door from 9=5. Trying to maintain a max of 15 people at one time. Patrons are going to reference, circ, desk, or foyer.
- Use Assebet reservation system to make appointment Evenings and Saturday. The door is locked but people can come in. People can do everything except browse.
- All the staff is working, literacy people are at home due to the grant.
- It was suggested that the library look at getting a doorbell. Vicky will follow up.

➤ Trustee Pocket Guides

- The guides are the 2018 version. Some of you may already have them. 10 copies were ordered and will be distributed to the trustees when they are received.
- The complete Trustee Handbook can be found on-line.

- Letter to HHS for Approval
 - Donna emailed a letter, initiated by Mulhern, for the trustee's approval, to be sent to Marylou Sudders, Secretary of Health and Human Services, to advocate for library workers in Massachusetts to be vaccinated with the group of workers with the same contact to the general public.
 - Group 3 employees.
 - Vicky will talk to Joanne Belanger she talks to the state weekly, send her a copy of the letter.

 - Discuss Adding Committee Reports to Agenda be listed as a regular agenda item. Adding it will give a placeholder to committees that want to give an update.
 - Committees are subject to open meeting laws.

- FY22 Budget Update
 - Narrative portion turned in. Vicky summarized new duties and offerings because of the COVID pandemic.
 - Added new goals.
 - Circulation and visits are much lower than previous years.
 - No response from the city regarding financials yet.
 - Question about FY 21 financials. We are running at a deficit waiting for state aid to be delivered.

- Chairperson's Report
 - Orientation Checklist – Dick Howe is putting something together for us thanks to Mimi Parseghian reaching out to him. Will present to the board for inclusion in the orientation documents for board members.
 - Strategic Plan – consultants contacted, bids reviewed, based on work plan, price, number and availability of staff two companies were selected to check references - Amanda Standerfer (Fast Forward) and ReThinking Libraries
 - Vicky will send proposal to board members.

- Directors Report (Victoria Woodley)
 - Victoria prepared the February Director's Report and distributed by email.

- Foundation Report (Donna Richards)
 - Belinda Juran led a discussion about the goals of the Foundation going forward. It was noted that the Foundation has finished a multi-year plan to restore artwork and the Audubon prints. We are now at a point of needing to establish a new focus. Several ideas were presented and discussed.
 - Reminder to Save the Date for Author Night, featuring Fiona Davis. The event will be virtual again this year and is scheduled for Thursday, April 29th.
 - The next meeting is scheduled for March 17, 2021 at 8:30am via Zoom.

- > Friends of the Library Report (Helen Littlefield)
 - Next meeting is March 7th.
 - Discussing new museum passes, book sale with bagged books, membership rates are now set at the amounts discussed last month.
 - Membership drive is being worked on can join on-line.

- > Old Business

- > New Business

- Mulhern wrote questioning the messaging on the library website regarding where the public was allowed in the library. Suggested there be a clearer explanation.
- Ethics and open meeting laws, Ethics should be done every other year. Donna will check with Michael Geary's office to find out if there is a report.
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> Adjournment

- The meeting was adjourned at 6:34 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, **April 7, 2021** at 5:30pm.

