

POLLARD MEMORIAL LIBRARY BOARD of TRUSTEES

Board Meeting Minutes

Meeting took place on April 7, 2021 by conference (Zoom) call.

➤ Call to Order

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

➤ Attendance:

Present:

Victoria Woodley, Director
Donna Richards, Chair
Anne Mulhern, Vice Chair
Linda Kilbride, Secretary
Suzanne Frechette
Syed Hasan
Helen Littlefield
Sara Marks
Muriel Parseghian
Amy Watson (Associate)

Excused:

Katy Aronoff (Associate)
Christine O'Connor

Guest: Amanda Standerfer, Fast Forward Libraries

➤ Acceptance of / Amendment to Agenda

- The agenda was unanimously approved on a motion by Syed Hassan and seconded by Helen Littlefield.
- Request 'ADD to new business' agenda item for May for a description of policies for removing items from the collection at PML.
- Request 'ADD to old business' priority for access to Covid-19 vaccination for library workers.

➤ Meeting Minutes – March 3, 2021

- The meeting minutes were unanimously accepted on a motion by Syed Hassan and seconded by Helen Littlefield.

➤ Strategic Plan presentation by consultant, Amanda Standerfer, Fast Forward Libraries

- Introduction made by Victoria Woodley.
- This was the kick off meeting for trustees. We worked with Amanda to develop Environmental Scan notes and complete a SOAR analysis.

➤ Fiscal Year '22 Budget Update

- Move to May meeting.

➤ Ethics and Open Meeting Law follow up

- The city is having issues with the new format for the ethics training. As of this time they do not have a workable system for ethics training.

➤ Donation of Indian Maiden sculpture by Mico Kaufman from the City of Lowell

- The City received a gift from Elsie Howell of the Mico H. Kaufman Revocable trust. The gift was 2 small bronze "Indian Maiden" sculptures (H 8"xW 8"x D 3"). One sculpture has been placed in the Mayor's office and the other has been donated to the library.

- Selecting a display case and placement will be evaluated by the Arts Committee. Recommendations will be presented to the board for approval.
- Sara Marks raised a concern regarding accepting art and wanted a report on what other libraries do.

➤ CARES Act Update

- The State Finance Dept. has had our request to use the CARES Act funding since the end of November last year.
- Shad Ahmed, Deputy Director, office of Emergency Management responded to Vicky's request for an update saying that many things have been put on the back burner due to the pandemic.
- Donna and Vicky are meeting tomorrow to discuss how to get answers on this funding.

➤ Chairperson's Report

- Dick Howe provided introductory notes which have been added to the **Helpful Information for New Members Document**. Thank you to Mimi Parseghian for reaching out to him. It was proposed that the trustees should distribute this AND the **Orientation Checklist** which has links to helpful sites, and the **Position Description** which is a reminder of our duties *electronically* every year to ALL members in advance of our annual meeting in January.
- FY2021 State Aid to Public Libraries, Lowell received our Certification on 3/4/21
Initial Award **\$ 112,510.15** Second Payment due in April **\$ 112,796.60** Total = **\$225,306.75**

➤ Governance Committee Report re By-Laws

- The Governance Committee (Suzanne Frechette, Anne Mulhern, Sy Hasan, and Muriel Parseghian with Chair Donna Richards) met via Zoom on March 18th to review the bylaws. They requested that Christine O'Connor meet with the subcommittee to review edits. They felt it would save time if she reviewed it first for anything added / deleted that is not compliant with the City Ordinance. Once that is done the bylaws will be sent to the full board for review / comment (at least 30 days in advance of a meeting).
- Will meet with Christine before showing it to the board.

➤ Directors Report (Victoria Woodley)

- Victoria prepared the March Director's Report and distributed by email.

➤ Foundation Report (Donna Richards)

- Moved to May meeting.

➤ Friends of the Library Report (Helen Littlefield)

- Discussion on the change in rates happening automatically upon renewal, Helen said this would be addressed at the next board meeting.
- There are five new museum passes.
- The book sale is being planned.

➤ Old Business

- Wireless technology to gain entrance to the library.

➤ New Business

- Will discuss Material Selection policy and reconsideration form next month.

➤ Adjournment

- The meeting was adjourned at 7:10 PM on a motion by Donna Richards and seconded by Linda Kilbride. All in attendance were in favor.
- The next meeting is scheduled for Wednesday, **May 5 (Cinco de Mayo), 2021** at 5:30pm.