

POLLARD MEMORIAL LIBRARY BOARD of TRUSTEES

Minutes June 2, 2021

Meeting took place on June 2, 2021 by conference (Zoom) call.

➤ Call to Order

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

➤ Attendance:

Present:

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

Excused:

Sara Marks

Guest:

➤ Acceptance of / Amendment to Agenda

- The agenda was unanimously approved on a motion by Syed Hasan and seconded by Muriel Parseghian.
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➤ Meeting Minutes – May 5, 2021

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

➤ Annual Report Update

- Discussed advocacy for the library, reaching out to candidates to inform them of how far the library has fallen behind in per capita spending
- Advocacy Committee will distribute information to the rest of the trustees
- Vicky: bid for security guard from city, underfunded in FY 22 budget by \$8000 Trying to find out what they are going to do

➤ CARES Act Update

- On Friday May 21, 2021 Conor Baldwin CFO sent an email explaining the use of the CARES act funds for the library.
- The library did not get anything from the CARES act despite the items listed in Mr. Baldwin's email.
- The City Manager acknowledges that it was unfair to the library but that there were many competing priorities.
- Vicky has plans to look into this further.

- Strategic Plan Update
 - The trustee retreat is schedule for Saturday July 10th at 9:00 am.
 - Amanda Standerfer will have a one/one with Christine O'Connor.
 - Friday will be the staff retreat

- Chairperson's Report
 - A checklist for vacancies was devised.
 - Sara Marks requested one revision. Chair will resend to all if you have nothing else to add.
 - FY22 Budget update

- Governance Committee Report - By-Laws Update - **NONE**
 - 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 have requested that Christine O'Connor meet with the subcommittee to review our edits. She will review it first for anything we 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).
 - Donna developed an end of term checklist for board members if for some reason their term is ended prematurely, by the board's request. The chair and director would write letter to city manager to rescind position. Warning will be sent to the person first. Then letter to CM

- Art Committee Report - **NONE**
 - The Art Committee Linda Kilbride, Amy Watson, and Donna Richards meet to work with the Foundation to revise the booklet, update the website, discuss ideas to display Mico Kaufman works, awareness event – tour the artwork, display art representative of our cultural diversity, etc.

- Outreach Committee Report
 - Muriel Parseghian and Donna Richards as members of the Trustee Outreach Committee met with Belinda Juran and Niki Tsongas to continue to brainstorm ideas to **enhance awareness** and **advocate for** the library.
 - Focus right now:
 1. Educating City Council & School Committee candidates:
 2. Candidate outreach: key questions for candidates relating to the library.
 3. Library Brochure: review / revise as it relates to our purpose.

Working on a lot of things, will have timetable to reach out to candidate. Exploring different avenues for advocacy.

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

- Foundation Report (Donna Richards)
 - The foundation board met on May 19, 2021 - usual business was conducted and they spent significant time brainstorming ideas for fundraising.
 - Board members whose terms were expiring were renewed, and the slate of officers was approved.
 - The next meeting is scheduled for **June 9, 2021** at 5:30pm via Zoom. This is the Foundation's Annual Meeting.

> Friends of the Library Report (Helen Littlefield)

- Pop book sale this coming Friday from 10-4pm outside on Merrimack Street

> Old Business

- Wireless technology to gain entrance to the library is being investigated.
- Vicky reviewed the selection policy and feels the policy covers the issue. She referred to library bill of rights and right to read. She feels the current policy meets our needs.

> New Business

- Items for future agenda:
- Victoria sent this email May 11, 2021 discussing difficulties in staffing the Senior Center branch. Concern was expressed for the maintenance of the collection there and computer help resources

> Adjournment

- The meeting was adjourned at 6:44 PM on a motion by Suzanne Frechette and seconded by Syed Hasan. All in attendance were in favor.
- We take July and August off. We meet again Wednesday, **September 1, 2021** – let's hope in person.