

POLLARD MEMORIAL LIBRARY BOARD of TRUSTEES
Meeting Minutes

Meeting took place on May 1, 2019 in the Director's Office – Room 219.

Present:

Suzanne Frechette, Vice Chair
Helen Littlefield
Anne Mulhern
Donna Richards
Victoria Woodley, Director

Excused:

Sara Marks, Chair
Linda Kilbride
Muriel Parseghian
Marianne Gries

Guest:

- Call to Order
 - Meeting was called to order by Suzanne Frechette at 5:48pm.
- Adoption of / Amendment to Agenda
 - N/A
- Meeting Minutes – April 3, 2019
 - The acceptance of minutes from the April 3, 2019 board meeting were postponed due to lack of quorum.
- New Policy – Minimum Staffing
 - Draft of policy and procedure for minimum staffing requirements was discussed. The purpose is to assure the safety of patrons and staff.
 - Victoria will change language based on discussion. It will be sent to all Trustees for review/comment.
 - Upon approval by Trustees it will be presented to Kerren Vigroux and City Manager Donoghue. Trustees will send a memo of support.
- State Aid Grant
 - Postpone discussion until next meeting.
- Chairperson's Report (Sara Marks)
 - N/A
- Foundation Report (Donna Richards)
 - Invitations for Author Night featuring Martha Hall Kelly, author of the *Lilac Girls*, have been mailed.
 - Next meeting is Wednesday, May 15, 2019 at 8:30am in the ground floor Community Room.
- Friends of the Library Report (Helen Littlefield)
 - Preparation for the annual book sale is underway. Book donations may be dropped at the library on Saturdays from 10:00am – 1:00pm starting May 4th until June 15th. Sale is scheduled June 20, June 21, and June 22.
 - Promotion of this event has started.
- Directors Report (Victoria Woodley)
 - Victoria prepared her April Director's Report and distributed by email. Hard copies were provided at the meeting.
 - A quote for repainting the Reference Room ceiling is well above what can be paid from the library's budget. The damage is a result of the water main break in January of 2018. Victoria Woodley is in communication with the CFO to see if the insurance deductible has been met, then this would be a covered expense.
 - The PML gift fund will be used to purchase electronic bulletin boards and software.

- Victoria Woodley is to be commended for supporting/encouraging staff members to attend meetings/workshops.
- Lowell General Hospital may be a good resource/partner for the National Network Libraries of Medicine grant application.
- Old Business
 - Donna Richards had the opportunity to speak with City Manager, Eileen Donohue and City Councilor, Vesna Nuon. She let them know the Trustees would be willing to assist on website updates to provide necessary information for recruitment purposes of new 'associate' members if needed.
 - Steve Syverson of Van Gogh's Gear completed the framing of *Book Worms Engulf the Pollard Library* by Tracy Levesque. The picture is in the library awaiting selection of appropriate spot to display in the Young Adult section.
- New Business
 - Anne Mulhern requested a discussion of closing the street level entrance on Merrimack Street now that the main entrance is open. Victoria Woodley is not inclined to keep that door locked. It is a convenience to access the ground level from Merrimack Street.
- Adjournment
 - The meeting was adjourned at 6:55pm on a motion by Helen Littlefield and seconded by Anne Mulhern. All in attendance were in favor.
 - Next meeting is scheduled for June 5, 2019 at 5:30pm.

Minutes prepared by:
Donna S. Richards
May 1, 2019