

POLLARD MEMORIAL LIBRARY BOARD of TRUSTEES  
Meeting Minutes

Meeting took place on June 5, 2019 in the Director's Office – Room 219.

Present: Sara Marks, Chair  
Suzanne Frechette, Vice Chair  
Marianne Gries  
Helen Littlefield  
Anne Mulhern  
Christine O'Connor  
Muriel Parseghian  
Donna Richards  
Victoria Woodley, Director

Excused:  
Linda Kilbride

Guest:

- Call to Order
  - Meeting was called to order by Sara Marks at 5:33pm.
- Adoption of / Amendment to Agenda
  - N/A
- Meeting Minutes – April 3, 2019 and May 1, 2019.
  - The meeting minutes from April 3, 2019 were unanimously accepted on a motion by Suzanne Frechette and seconded by Donna Richards.
  - Where attendance did not meet quorum at the May 1, 2019 meeting Sara Marks made a motion to change the *minutes* to *notes*, which was seconded by Helen Littlefield. All in attendance were in favor.
  - Going forward when quorum is not met informal *notes* will be taken and shared.
- New Policy/Procedure – Minimum Staffing
  - Revisions made by Victoria Woodley were presented to the group. *Main Branch Minimum Staffing Requirements Policy* looks good. Very minor changes were suggested for the *Procedure to Implement Main Branch Minimum Staffing Policy*. Victoria Woodley will update based on discussion. The Trustees will have final draft in September.
  - Upon approval by Trustees it will be presented to Kerran Vigroux and City Manager Donoghue. Trustees will send a memo of support. The Union will be notified as a courtesy.
- Library State Aid Grant
  - Presentation postponed until September 2019 Trustee meeting.
- Trustee By-Laws
  - Sara Marks made a motion that the Governance Committee (Suzanne Frechette, Anne Mulhern, Marianne Gries, Helen Littlefield) review the By-Laws of the Samuel S. Pollard Memorial Library, seconded by Suzanne Frechette. They plan to meet over the summer, make changes, and present in September. Any trustee interested in participating in the by-laws review process should reach out.
- Chairperson's Report (Sara Marks)
  - N/A

- Foundation Report (Donna Richards)
  - Author Night featuring Martha Hall Kelly was one of the most successful events hosted by the Foundation. She was a very entertaining speaker, very well received by the full audience.
  - Next meeting is the annual meeting Wednesday, June 12, 2019. Officers are elected and new board members are welcomed
- 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 4<sup>th</sup> until June 15<sup>th</sup>. Sale is scheduled June 20, June 21, and June 22.
  - Volunteers are needed to move books from Smith Baker center to library, help with the book sale, and cleaning up.
- Directors Report (Victoria Woodley)
  - Victoria prepared the May Director's Report and distributed by email. Hard copies were provided at the meeting.
  - Repair of the air conditioning did not make the City's Capital budget. The trustees are willing to advocate on behalf of the library but require further information. Victoria Woodley will provide a breakdown of project steps and costs.
  - Victoria Woodley has been in communication with the DPW to scrape and repaint the Reference Room ceiling.
- Old Business
  - The trustees questioned how associate members will be recruited. Announcements of board openings will be made at the end of City Council meetings. Openings will also be posted on the website with a description of duties. It was suggested this board should define duties and responsibilities of associate members. Victoria Woodley will forward current position description information from the website for comment.
- New Business
  - Sara Marks requested adding to the September agenda a discussion of a branch library located to service the Centerville/Pawtucketville sections of the city.
  - Muriel Parseghian requested adding to the September agenda a discussion to promote the borrowing of digital books and audiobooks from the library's OverDrive collection
- Adjournment
  - The meeting was adjourned at 6: 42pm on a motion by Suzanne Frechette and seconded by Helen Littlefield. All in attendance were in favor.
  - Next meeting is scheduled for September 4, at 5:30pm. Have a great summer !!

Minutes prepared by:  
Donna S. Richards  
June 5, 2019