

POLLARD MEMORIAL LIBRARY BOARD of TRUSTEES
Minutes January 5, 2022

Meeting took place on January 5, 2022, via Zoom.

➤ 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
Katy Aronoff
Suzanne Frechette
Syed Hasan
Helen Littlefield
Muriel Parseghian
Amy Watson (Associate)

Excused:

Christine O'Connor

Guests: Belinda Juran

Judith Davidson

➤ Acceptance of / Amendment to Agenda

- The agenda was unanimously approved on a motion by Donna Richards and seconded by Linda Kilbride.

➤ Meeting Minutes – December 1, 2021

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

○ Vote PML Trustee Board Officers for 2022

- At the 12/1/2021 meeting a motion was made to nominate current officers Donna Richards, Ann Mulhern, and Linda Kilbride to continue one more year. Vote was unanimous.

○ Update on Strategic Plan and Action Plan

- Culture: Staff satisfaction survey, training resources are being developed.
- Engagement: Working on policies for acceptance of materials. Patron input and collection development are being discussed.
- Welcome: Working on reconsideration and purchase request.
- Outreach: Reviewing what has already been done. Investigating how other libraries run their bookmobiles. Discussing options for the senior center.
- Advocacy: Scheduled a tour for the new city councilors on January 26th. Also working on translation of library brochures and how to reach non library users.

- We were reminded that trustees are there as observers and to make sure the plan is being followed. The trustees are asked to report on their committees monthly.
- Update on Bookmobile Project
 - Budget is in Munis.
 - Vicky and Sean are working on request for bids, hopefully within the week.
 - The new positions need to go to the City Council for approval.
- Chairperson's Report
 - I had the opportunity to meet Lisa Golden, the new Director of Health and Human Services on December 21, 2021. It was a chance to make introductions and share what we have done in terms of the strategic plan/outreach/advocacy and where we hope to go with respect to the library.
 - Lisa Golden would like to meet us at the February meeting. She would be able to be here at 5:30pm and must leave to make a 6:00pm Board of Health meeting at City Hall. It is an opportunity to relay what you see as important, or ask questions, or request support.
 - Recruiting for Trustee. Mary Callery, Director of HR for the Lowell, reported there are no applicants yet for the open trustee position. She assured me that she would get Katy Aronoff moved to a full board on the City Council agenda for approval. I ask **all of you** to reach out to potential Trustees. I know creating a board more reflective of the city's population has been raised.
 - Trustees are asked to think about taking on the role of chairperson for each of the subcommittees. The committees are as follows.
- Nominating/Personnel Committee Report
 - Committee Members:
 - Katy Aronoff
 - Linda Kilbride
 - Donna Richards
- Governance Committee Report
 - Committee Members:
 - Suzanne Frechette
 - Syed K. Hasan
 - Anne Mulhern
 - Muriel Parseghian
- Art Committee Report
 - Committee Members:
 - Linda Kilbride
 - Donna Richards
 - * Amy Watson
 - Members of the Art Committee met at the Library on December 22, 2021. It was a preliminary start to see what information is available to us in reference to the artwork. We did find several files and recognize the need to have this information saved digitally.
 - review art policies to determine if revisions/additions are needed
 - art inventory/documents should be saved electronically
 - 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

➤ Outreach Committee Report

Committee Members:

Donna Richards (PML Foundation)

Helen Littlefield (Friends of the PML)

Katy Aronoff

Muriel Parseghian

○ Security/Building and Grounds Committee Report

Committee Members:

Suzanne Frechette

Helen Littlefield

Anne Mulhern

Amy Watson

➤ Directors Report (Victoria Woodley)

- Victoria prepared the January Director's Report and distributed by email.
- State aid grant, literacy grant money is coming in.
- Personnel forty-two applications for library aide, two internal applicants for technical position, nothing on custodian positions.
- Vicky retiring April 15th
- Obstacles: Staffing, Dealing with COVID, stress of COVID.
- Library part in giving out tests
- Director's job description needs to be updated

➤ Foundation Report (Donna Richards)

- The PMLF did not meet in December.
- The next meeting is scheduled for **January 16, 2022**.

> Friends of the Library Report (Helen Littlefield)

- Dec 11th book sale, \$331.29 was made. The Friends weeded out books and put out a cart of free books at library
- Judy Dunlap is writing for website
- Next meeting January 20th, 6pm

> Old Business

> New Business

- Keeping Trustees 'in the loop' – sharing of information – As you think of issues that you feel need to be addressed send them to Victoria and me and we will make sure they get on the agenda.
- Central Document repository sent by Mulhern
- Items for future agenda:

> Adjournment

- The meeting was adjourned at 6:56PMPM on a motion by Donna Richards and seconded by Syed Hasan. All in attendance were in favor.
- Our next meeting is Wednesday, **FEBRUARY 2, 2022**.