

POLLARD MEMORIAL LIBRARY BOARD of TRUSTEES
Minutes February 2,2022

Meeting took place on February 2, 2022, as a hybrid meeting, both in person and via Zoom.

- Call to Order
 - Meeting was called to order by Donna Richards at 5:35 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

Excused:

Amy Watson (Associate)
Christine O'Connor

Guest: Belinda Juran
Judith Davidson
Lisa Golden, Director of Health Department

- Introduction of Lisa Golden
 - Lisa Golden, the new Director of HHS, joined the meeting to introduce herself and discuss top priorities of the trustees.
 - Lisa addressed minimum wage at the library and the process for replacing the library director.
 - Mimi asked that we be notified when the interim director was appointed.
 - Donna brought forth the idea of social workers in the library.
 - Lisa said she would attend the trustee meeting on a regular basis.


- Acceptance of / Amendment to Agenda
 - The agenda was unanimously approved on a motion by Syed Hassan and seconded by Helen Littlefield.

- Meeting Minutes – January 5, 2022
 - The meeting minutes were unanimously accepted on a motion by Syed Hassan and seconded by Suzanne Frechette.

- Update on Strategic Plan Teams are in place (subcommittees) devoted to tackling the major goals of the Strategic Plan. There is a summary of the teams and the accomplishments in Vicky's Director report
 - Overall team is the SPOT Team – Donna Richards
 - The following is a list of the teams and the trustees on that team.
 - WELCOME – Sy and Mulhern
 - They are looking at ADA compliance issues and signage
 - OUTREACH – Suzanne and Mimi
 - Senior center library space needs to be addressed; Senior center must be aware that it is our space
 - ADVOCACY – Donna and Katy
 - Both outreach and the advocacy team discussed some labeled team clothing for the employees at the library
 - CULTURE - Amy
 - ENGAGE – Helen
 - Display favorite books (Awesome box)
 - Collection development policy
- Update on Bookmobile Project
 - City council motion to use other than ARPA funds for paying for the bookmobile.
 - Further discussion on this matter is necessary.
 - Job descriptions are done for new employees.
- Update on FY23 Library Budget
 - Working on it. Vickey started on salaries today.
- Chairperson's Report
 - Recruiting for Trustee. Donna reached out to Mary Callery, Director of HR for the Lowell, and the CM office regarding approval of Judy Davidson. Having a new trustee is a great opportunity for us to look at our committee assignments, responsibilities, etc.
 - Recruiting for a new Director. There are six local vacancies for Director/Asst. Director. Position 'posting' had been sent to HR and HHS to be forwarded to City Manager.
 - Support raises for part time staff.
 - Staying on top of the budget and strategic plan.
 - Identify a 'chairperson' of each committee?
 - Is there a way to distribute articles regarding libraries to the board?
 - Legislative Advocacy – what team? – there is not anything about advocating at the state or national level in any committee
 - Mimi suggested that legislative advocacy is the responsibility of all the trustees and should not fit under any one committee.
- 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
- 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 February Director's Report and distributed by email.
- Foundation Report (Donna Richards)
 - The PMLF meeting took place on January 16, 2022. We approved our FY22 Budget, which goes by calendar year. Detailed planning for Author Night is underway. Jamie Ford will be speaking at the Library on May 18th. It will be offered as a hybrid event.
 - Sean Thibodeau reported on upcoming Kerouac 100 events. One thing of interest (and fun) for trustees is to participate in the "kickoff" event *Night of 100 Poems*. Sean is looking for readers Friday, March 11th from 6:00-8:00PM. Sign up is open on the PML website. [Kerouac Reading](#)  [Pollard Memorial Library \(lowelllibrary.org\)](#)
 - Our next meeting is scheduled for February 16, 2022.
- Friends of the Library Report (Helen Littlefield)
 - Meeting 1/22, two board members stepped down. Judy Dunlap is a new board member
 - New members thank you and \$5 certificate
 - Exploring return of 3-day book sale
 - Presented library staff with \$5 gift cards
 - Next meeting March 31, 2022
- Old Business
 - None

> 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:
- Mulhern asked for clarification that Doug Cooper (technical and automation)
Is technical and automation is computers

> Adjournment:

- The meeting was adjourned at 7:05 PM on a motion by Donna Richards and seconded by Syed Hassan. All in attendance were in favor.
- Our next meeting is Wednesday, **MARCH 2, 2022**, at **5:30PM**.