

**WOBURN PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES**

February 4, 2021

The Board of Trustees held its monthly meeting of the Trustees remotely over ZOOM due to the COVID-19 Pandemic on Thursday February 4, 2021. The meeting was called to order at 8:02 pm.

6 Present – 3 Not present

Members Present:

TRUSTEE	VOTE
Trustee Mahoney	Present
Trustee Rabbitt	Not Present
Trustee Kelley	Not Present
Trustee Seitz	Present
Trustee Hines	Present
Trustee Schuck	Present
Trustee Callahan	Present
Trustee McNamee	Present
Trustee Thifault	Not Present

Also in attendance:

Library Director, Bonnie Roalsen

Assistant Director for Innovation and Technology, John Walsh

Members of the Community

1. CALL TO ORDER

Trustee Seitz called to order the monthly meeting at 8:02 pm. Trustee Seitz noted that the meeting was being recorded.

2. READING OF THE MINUTES FROM PREVIOUS MEETINGS -

Trustee Callahan made a motion which was seconded by Trustee Hines, to waive the reading of the minutes from the following meetings.

- December 15, 2020
- December 29, 2020
- January 19, 2021

Motion carries 6-0.

TRUSTEE	VOTE
Trustee Mahoney	Yes
Trustee Rabbitt	Not Present
Trustee Kelley	Not Present
Trustee Seitz	Yes
Trustee Hines	Yes
Trustee Schuck	Yes
Trustee Callahan	Yes
Trustee McNamee	Yes
Trustee Thifault	Not Present

Trustee Hines made a motion which was seconded by Trustee Schuck to approve the minutes of the following meetings:

- December 15, 2020
- December 29, 2020
- January 19, 2021

Motion carries 6-0

TRUSTEE	VOTE
Trustee Mahoney	Yes
Trustee Rabbitt	Not Present
Trustee Kelley	Not Present
Trustee Seitz	Yes
Trustee Hines	Yes
Trustee Schuck	Yes
Trustee Callahan	Yes
Trustee McNamee	Yes
Trustee Thifault	Not Present

3. APPROVAL OF BILLS

Trustee Seitz stated that at this time it is unclear who will be signing bills.

5. DIRECTOR'S REPORT

- Director Roalsen stated:
 - The Woburn Public Library has been kept open during much of the Pandemic
 - We have kept services flowing from patrons of all ages
 - Hours have been expanded
 - Last year over 1,000 programs had been offered to the community
 - The vast majority of programs are funded through private donations and Trust Fund endowments
 - We have had many successes despite many obstacles
 - The Strategic plan is in process and a team will be pulled together to formulate and present that plan
 - The library of the future should:
 - Encourage entrepreneurship
 - Serve marginalized communities
 - Prepare patrons for the future
 - Create public/private partnerships
 - Be a cultural beacon that reflects the diversity of the world today
 - Communicate all of the above effectively
- Director Roalsen's goal is to make libraries accessible to everyone and improve the library experience for all
- Strategic Planning process will be developed through March and April

6. Trustee Seitz asked for questions regarding the Strategic Planning Process

- Trustee Callahan requested that the Director provide an update next month, on the selection of the steering committee for the strategic plan.

7. Personnel – Trustee Seitz turned the floor over to Trustee Callahan

- Personnel committee held a meeting earlier in the day, the evaluation of the Director is in process
 - The Director will be evaluated on the 6 goals presented at the June 4, 2019 meeting.
 1. Increase Social media/platform presence
 2. Increase programming
 3. Re-develop library collections and spaces
 4. Integrate physical and digital content
 5. Cultivate Corporate sponsorships for Sunday hours
 6. Increase professional development opportunities for library staff

- Per the contract, the Board will evaluate the Director based on achievement to stated goals.
- Each member is requested to submit a written evaluation on achievement to the stated goals, evaluations are due Monday February 8, 2021.
- The personnel committee will prepare and submit a summary of all evaluations to the Board.
- Trustees are encouraged to offer suggestions of goals for the upcoming year

8. OML Complaint - Complaint filed 1/29/21 by Jasmine Parthasarathy

- The complaint states there was a violation of the OML by Trustee Rabbitt in that a meeting was held and a vote was taken to hire a lawyer to represent the Corporation of the Library. Two (2) members of the board, Trustee Mahoney and Trustee McNamee were not invited to the meeting nor informed of the intent to retain a lawyer.
- Trustee Callahan stated that any discussions outside the OML complaint or that deal with legal implications should be addressed in Executive session.
- Trustee Hines made a motion which was seconded by trustee Schuck to have Trustee Seitz respond to the OML complaint on behalf of the Trustees. Motion carries 4-2

TRUSTEE	VOTE
Trustee Mahoney	No
Trustee Rabbitt	Not Present
Trustee Kelley	Not Present
Trustee Seitz	Yes
Trustee Hines	Yes
Trustee Schuck	Yes
Trustee Callahan	Yes
Trustee McNamee	No
Trustee Thifault	Not Present

9. ADJOURNMENT

Trustee Schuck made a motion to adjourn the meeting. Trustee Callahan seconded. A roll call vote was taken. Motion Carries 6-0. Meeting was adjourned at 8:46 p.m.

TRUSTEE	VOTE
Trustee Mahoney	Yes
Trustee Rabbitt	Not Present
Trustee Kelley	Not Present
Trustee Seitz	Yes
Trustee Hines	Yes
Trustee Schuck	Yes
Trustee Callahan	Yes
Trustee McNamee	Yes
Trustee Thifault	Not Present

Respectfully Submitted,

Brenda Phillips
Recording Secretary

Kathryn Thifault
Secretary/Clerk