

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

October 5, 2021

The Board of Trustees held the monthly meeting of the Board of Trustees on Tuesday October 5, 2021 in the Program Room located in the Woburn Public Library. The meeting was called to order at 6:06 pm.

A roll call was taken to determine attendance - 5 Present

Members Present:

| TRUSTEE | VOTE |
|-----------------|-------------|
| Trustee Mahoney | Present |
| Trustee McNamee | Present |
| Trustee Juliano | Present |
| Trustee Lipsett | Present |
| Trustee Rideout | Present |

Also in attendance:

Acting Library Director, Hermayne Gordon
Members of the Community

1. CALL TO ORDER

Trustee Mahoney called to order the monthly meeting at 6:06 pm.

2. READING OF THE MINUTES FROM PREVIOUS MEETINGS

Trustee Mahoney made a motion which was seconded by Trustee Rideout, to waive the reading of and approve the minutes from the September 13, 2021 meeting of the board.

A roll call vote was taken - Motion carries 5-0.

| TRUSTEE | VOTE |
|-----------------|-------------|
| Trustee Mahoney | Yes |
| Trustee McNamee | Yes |
| Trustee Juliano | Yes |
| Trustee Lipsett | Yes |
| Trustee Rideout | Yes |

3. APPROVAL OF BILLS

Trustee Rideout made a motion which was seconded by Trustee Mahoney to approve the September bills packages. A roll call vote was taken – Motion carries 5-0

| TRUSTEE | VOTE |
|-----------------|-------------|
| Trustee Mahoney | Yes |
| Trustee McNamee | Yes |
| Trustee Juliano | Yes |
| Trustee Lipsett | Yes |
| Trustee Rideout | Yes |

4. UNFINISHED BUSINESS FROM THE PREVIOUS MEETING

- As requested by the Attorney General, minutes were drawn up of the October 2, 2020 meeting, to the best of his ability based on emails obtained regarding the meeting, by the previous Interim Director, Chuck Flaherty. Trustee Rideout made a motion which was seconded by Trustee Mahoney to approve the minutes of the October 2, 2020 meeting. A roll call vote was taken - Motion carries 5-0

| TRUSTEE | VOTE |
|-----------------|------|
| Trustee Mahoney | Yes |
| Trustee McNamee | Yes |
| Trustee Juliano | Yes |
| Trustee Lipsett | Yes |
| Trustee Rideout | Yes |

- Open meeting law training has been completed by all Board Members. Certificates will be forwarded to the City Solicitor.

The board recognizes and welcomes Mark Salvati, President of the Library Foundation who was in attendance.

5. REPORT OF THE DIRECTOR

Director Gordon distributed the Director’s report and reviewed a few highlights of the report, the full report will be made part of the meeting file:

- The State Aid report has been completed and submitted
- Director Gordon met with Dr. Crowley, Superintendent of Woburn public schools, to discuss collaboration between the schools and the library
- Director Gordon is pleased to announce the hiring of a new Assistant Director, she will begin November 3, 2021

6. REPORTS OF COMMITTEES – NONE

7. NEW BUSINESS

- Director’s Vacation** – Director Gordon requested the board approve an additional week vacation. Trustee Mahoney made a motion which was seconded by Trustee McNamee to approve the request for an additional week vacation for a total of 4 weeks’ vacation per year for Director Gordon. A roll call vote was taken – Motion carries 5-0

| TRUSTEE | VOTE |
|-----------------|------|
| Trustee Mahoney | Yes |
| Trustee McNamee | Yes |
| Trustee Juliano | Yes |
| Trustee Lipsett | Yes |
| Trustee Rideout | Yes |

- **Signage** – Director Gordon suggested additional signage be purchased and installed in the library.
 - i. A welcome sign in the front of the building in a number of different languages
 - ii. Directional signs which will lead people toward the appropriate entrance. Mark Salvati, President of the Foundation, recommended the Foundation pick up the cost of the signage. A motion was made by Trustee Mahoney seconded by Trustee Juliano for Director Gordon to investigate cost and bring a proposal to the next meeting. A roll call vote was taken – Motion passes 5-0

| TRUSTEE | VOTE |
|-----------------|------|
| Trustee Mahoney | Yes |
| Trustee McNamee | Yes |
| Trustee Juliano | Yes |
| Trustee Lipsett | Yes |
| Trustee Rideout | Yes |

- **Dates of future Meetings** – Trustee Juliano made a motion seconded by Trustee McNamee to set the date for the next meeting for Tuesday November 9, 2021 at 6 p.m. A roll call vote was taken – Motion carries 5-0

| TRUSTEE | VOTE |
|-----------------|------|
| Trustee Mahoney | Yes |
| Trustee McNamee | Yes |
| Trustee Juliano | Yes |
| Trustee Lipsett | Yes |
| Trustee Rideout | Yes |

- **The AAPI Group (Asian American Pacific Islander)** requested the use of the Library front lawn for Heritage Day. Director Gordon feels Library field may be more suitable because of the larger area. Either way, the Library will support the initiative.
- **Staff meetings and staff appreciation** – Trustee Mahoney and Director Gordon discussed the need to have staff meetings and their desire to provide coffee, tea and appropriate food at these meetings. In addition, they would like to have a birthday celebration each month to recognize all staff whose birthday falls in that month by providing a cake to be enjoyed by all. Director Gordon requested a sum of \$500.00 to cover the cost. Trustee McNamee suggested using the Gala checking account to fund this request. Trustee Mahoney made a motion seconded by Trustee McNamee to provide the funds for staff food from the Gala account. A roll call vote was taken – motion carries 5-0

| TRUSTEE | VOTE |
|-----------------|------|
| Trustee Mahoney | Yes |
| Trustee McNamee | Yes |
| Trustee Juliano | Yes |
| Trustee Lipsett | Yes |
| Trustee Rideout | Yes |

8. **Strategic Plan** – Director Gordon stated that the Strategic Plan expired in 2020 and needs to be updated. She cited the guidance of The Mass Library System Strategic Planning Services Policy

and the benefits of using the site in the creation of a new Strategic Plan. This topic will be placed on the November 2021 agenda for further discussion and planning.

9. Other New Business –

- Director Gordon discussed the creation of a new Social Media Policy created by WPL new Technology/Reference Librarian Jack Clark. Director Gordon commented on the great job Jack did in creating the policy. Director Gordon would like to post the policy to the WPL webpage so people are aware of the policy.
- Additionally, the Study Room Policy has been updated and revised. The new policy will also be posted to the WPL web page.
- The policies were handed out to all Trustees for their review. A vote of approval of these policies will be on the November Agenda.

10. Adjournment

Trustee Rideout made a motion to adjourn the meeting. Trustee Juliano seconded. A roll call vote was taken. Motion Carries 5-0. Meeting was adjourned at 7:13 p.m.

| TRUSTEE | VOTE |
|-----------------|-------------|
| Trustee Mahoney | Yes |
| Trustee McNamee | Yes |
| Trustee Juliano | Yes |
| Trustee Lipsett | Yes |
| Trustee Rideout | Yes |

Respectfully Submitted,

Brenda Phillips
Recording Secretary