

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

November 9, 2021

The monthly meeting of the Board of Trustees was held on Tuesday November 9, 2021 in the Program Room located in the Woburn Public Library. The meeting was called to order at 6:04 pm.

All members of the Board were present:

Richard Mahoney, President
Joanne McNamee, Vice President
Larry Rideout
Jim Juliano
Emily Lipsett

Also present were Director Hermayne Gordon, Assistant Director Megan Kass and members of the community.

1. CALL TO ORDER

Trustee Mahoney called to order the monthly meeting at 6:04 pm.

2. READING OF THE MINUTES FROM PREVIOUS MEETINGS

Trustee McNamee made a motion which was seconded by Trustee Rideout, to waive the reading of and approve the minutes from the October 5, 2021 meeting of the board.
All in favor 5-0, motion carries.

3. APPROVAL OF BILLS

Trustee Mahoney made a motion which was seconded by Trustee McNamee to approve the October bills packages. All in favor 5-0, motion carries.

4. UNFINISHED BUSINESS FROM THE PREVIOUS MEETING

- **Signage:** Director Gordon described and showed a mock up of the signage both for above the front entrance and directional signage pointing to the front entrance to be placed at the ramp at the old entrance.

Director Gordon would like to have MassCorp, (Massachusetts Correctional Industries) produce the signs. The cost for all signs should be no more than \$500.00 total. Trustee Mahoney made a motion which was seconded by Trustee McNamee to approve funding of the signage. All in favor 5-0, motion carries.

- **Revised Study Room Policy:** Director Gordon asked for a vote on the revised Study Room Policy with a slight change, she would like to change the line "1 month in

advance” to “up to 2 weeks in advance”. Longer than 2 weeks and it seems people forget about the booking and the room goes unused. Trustee Lipsett made a motion which was seconded by Trustee Rideout to approve the Study Room Policy with the stated amendment. All in favor 5-0, motion carries.

- **Social Media Policy:** Trustee Juliano made a motion which was seconded by Trustee Mahoney, to approve the Social Media Policy. All in favor 5-0, motion carries.
 - Trustee Mahoney stated that as we progress throughout the year, the policies may be revisited based on usage results.
- **Strategic Planning Update:** Director Gordon looked back at previous Strategic Plans in order to get a better sense of moving forward on the new Strategic Plan. She stated:
 - She would like to put a Committee in place with representatives from several aspects of the community.
 - In addition she would like to expand the usual representation to include, for example, a student leader from the High School.

5. REPORT OF THE DIRECTOR

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

- Director Gordon introduced Megan Kass as the new Assistant Director stating she has hit the ground running and we are all very pleased to have Megan on board. Megan has already familiarized herself with the workflow and has been having one-on-one meetings with the staff. Megan has also reviewed and tested a new scheduling software which is close to being activated for the full staff.
- The Walkabout Book Club was a success and will be expanded to a larger group.
- Pumpkin Palooza was a huge success.
- We are looking to bring back more adult programs.
- We are hiring a P/T assistant for the Children’s Room.
- The leaks in the building are being addressed by Consigli, they are working to fix the leaks.

6. REPORTS OF COMMITTEES – NONE

7. NEW BUSINESS

- **Book Sale**
 - Lynn Arnold who was present at the meeting, inquired about having an internal book sale which could be set up next to the ground floor stairwell tucked underneath out of the way of the firewall. There is a set of existing shelves and a free standing money collection box which can be utilized. This book sale will consist of weeded books and book donations which will be reviewed by committee. Trustee McNamee made a motion which was seconded by Trustee Mahoney to approve the establishment of a book sale corner.

All in favor 5-0, motion carries.

- Trustee Mahoney made a motion which was seconded by Trustee McNamee to set aside up to \$2,500 in funds for Christmas to give bonuses to the staff in addition to a luncheon.

All in favor 5-0, motion carries.

8. ADJOURNMENT

Trustee McNamee made a motion to adjourn the meeting. Trustee Mahoney seconded.

All in favor 5-0, Motion Carries 5-0. Meeting was adjourned at 7:00 p.m.

Respectfully Submitted,

Brenda Phillips
Recording Secretary