



Woburn Public Library Board of Trustees

OCTOBER MEETING MINUTES

Location: Woburn Public Library Program Room
Date: October 4, 2022
Time: 6:00 PM

Call to Order

Trustee President Mahoney called to order meeting at 6:08 PM

Attendance

Voting Members:

Richard Mahoney – President

Emily Lipsett

Seth Libert

Tracy Jolly

Maria Alves Soares

Absent Members:

Joanne McNamee – Vice Present

Larry Rideout

Jim Juliano

Attendees:

Hermayne Gordon, Director of Woburn Public Library

Megan Kass, Assistant Director of Woburn Public Library

Michelle Daly, Bookkeeper of Woburn Public Library

Guests in attendance:

Jeff Dillon, Councilor, Ward 3

Lynne Arnold

Approval of Minutes

Trustee Jolly made a motion to approve September 13, 2022 minutes, Trustee President Mahoney seconded motion. All in favor 5-0.

Directors Report

Review of Director Gordon's report handout. Director Gordon pointed out that a new Facebook page has been created and getting followers on a continuous basis. An invitation for the October 5, 2022, unveiling of the Woburn Public Library New Strategic Plan has been uploaded on WPL social media sites. All are welcome. Assistant Director Kass also included a synopsis of the strategy on the WPL website.

For the State Aid Financial Aid Report, a Waiver Petition was required because the Minimum Appropriations Requirement was not met by our municipality this year.

An updated Collection and Development Policy: Book Bans and Challenges was emailed and handouts were available at the meeting. After a review of policy, a vote to accept policy was made later during meeting.

Director Gordon attended the Woburn Public Library Foundation meeting 9/15/22. She presented a proposal for hosting an SCI Americorps Member at the Library. The cost to host a member is \$15,000. The Foundation accepted to fund this member.

Review of committee members:

Archives – Richard Mahoney, Emily Lipsett

Personnel – Joanne McNamee, Emily Lipsett

Building and Grounds – Larry Rideout, Jim Juliano

Finance – Larry Rideout, Seth Libert

Legal – Jim Juliano, Tracy Jolly, Maria Alves Soares

Fundraising – Joanne McNamee, Maria Alves Soares, Seth Libert

Approval of Bills

Trustee Lipsett made a motion to approve September bills, Trustee Libert seconded motion. All in favor 5-0.

Approval of Collection Development Policy

Trustee Jolly suggested on documents a disclaimer be added for protection if changes are made. After a brief discussion it is agreed that a statement should be included on some documents however on the Collection Development Policy there is a form to contest if there should be a problem.

Trustee Lipsett made a motion to approve Collection Development Policy, Trustee Alves Soares seconded motion. All in favor 5-0.

Discussion of By-Laws

Trustee Jolly suggested to research other libraries for resources to update the current WPL by-laws. Director Gordon stated MLS (Massachusetts Library System) also may have information. Research and a series of meetings will be necessary to update policies.

New Signer for Common Trust Federal Credit Union

A new signer for an account at CTFCU needs to be assigned to close out current account. Trustee Libert made a motion to have Bookkeeper, Michelle Daly be a new signer, Trustee President Mahoney seconded motion. All in favor 5-0

Close Woburn Public Library, Friday November 25, 2022

Trustee President Mahoney made a motion to close the Library the Friday after Thanksgiving, Trustee Lipsett seconded motion. All in favor 5-0.

Other Business

The lack of staffing is taking its toll on library staff and service. Trustees asked about staff at surrounding libraries. A Power Point referencing numbers for staff need was presented to Mayor Galvin in the summer of 2022, the Trustees are interested in seeing the Power Point.

No word from AMC in reference to filming at the library.

Facilities Manager, Derek Finegan is looking into PA system for the building.

Morgan Stanley accounts may need to be moved to another account, currently the accounts do not reach the minimum to be a part of Morgan Stanley's GPAC (Government and Political Activities Compliance). Whether the accounts stay with Morgan Stanley or are moved, an IPS (Investment Policy Statement) most likely will be needed. Trustee Libert and Trustee Jolly will review the process.

Meeting Adjourn

Trustee President Mahoney made a motion to adjourn meeting, Trustee Jolly seconded motion. All in favor 5-0.

Meeting adjourned 7:40 PM

Next meeting

November 1, 2022

Minutes submitted by: Michelle Daly, Bookkeeper