



Woburn Public Library Board of Trustees

SEPTEMBER MEETING MINUTES

Location: Woburn Public Library Archives Reading Room
Date: September 13, 2022
Time: 6:00 PM

Call to Order

Trustee President Mahoney called to order meeting at 6:12 PM

Attendance

Voting Members:

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

Absent Members:

Seth Libert
Tracy Jolly
Maria Alves Soares

Attendees:

Hermayne Gordon, Director of Woburn Public Library
Megan Kass, Assistant Director of Woburn Public Library
Michelle Daly, Bookkeeper of Woburn Public Library

Approval of Minutes

Trustee Rideout motions to approve August 16, 2022 minutes, Trustee Juliano seconds motion. All in favor 5-0.

Directors Report

Review of Director Gordon's Report handout. A new Technology Librarian will be starting September 19, 2022. The Summer Reading 2022 was a big success double and tripling last year's numbers. The addition of the Local Author Book Fair was favorable with attendees. Strategic Plan is before the board for approval, Director Gordon is considering to have a public reveal October 5, 2022. ARIS and State Aid reports will be submitted as required by Massachusetts General Law Chapter 78. Woburn Public Library was awarded a LSTA grant for \$15,000 for Adult Literacy Citizenship training. Department summaries are included in report.

Trustee Lipsett motions to approve Strategic plan and Director's report, Trustee President Mahoney seconds motion. All in favor 5-0.

Approval of Bills

Trustee Rideout motions to approve August 16, 2022 minutes, Trustee Juliano seconds motion. All in favor 5-0.

Election of Committees

Director Gordon suggests that sub-committees need to be formed for Archives, Personnel, Building and Grounds, Finance, Legal and Fundraiser.

The following is outcome of discussion:

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

Fundraising – Joanne McNamee, Maria Alves Soares

Other Business

AMC Filming took photos of the Library to show the film's director. They are considering filming a scene for the film "Invitation to Bonfire". Filming will be in old library for four-five days. Trustees would like to proceed however, if the library is chosen, prior to filming, an approval by the Trustees will be required. Compensation and insurance liability need to be considered.

Quarterly Staff Meeting September 2, 2022 went well, in addition to the Director's power point an Active Training was demonstrated.

PA system in case of emergency or other important announcements should be considered for the building. President Mahoney suggested talking with Facilities Manager, Derek Finegan. Building Committee will also explore options. Evacuation Plan for staff should also be reviewed.

Friends of Woburn Public Library that was dissolved is considering merging with Library Foundation. Discussions with a Friends Committee and the Foundation are in process.

A handout of the By-Laws of the Woburn Public Library revised November 2, 1937 was given to Trustees by Director Gordon to be reviewed for updating.

Approval of New Machines in Restrooms

Feminine care machines in restrooms should be no charge, as of now machines require coins. To change machines for free service will be \$2040.

Trustee President Mahoney motions to approve change of machines, Jim Juliano seconds motion. All in favor 5-0

Meeting Adjourn

Trustee President Mahoney motions to adjourn meeting, Trustee McNamee seconds motion. All in favor 5-0.

Meeting adjourns 7:26 PM

Next meeting

October 4, 2022

Minutes submitted by: Michelle Daly