



Woburn Public Library Board of Trustees

FEBRUARY 2023 MEETING MINUTES

Location: Woburn Public Library Program Room
Date: February 7, 2023
Time: 6:00 PM

Call to Order

Trustee Lipsett calls to order meeting at 6:10 PM

Attendance

Trustees

Emily Lipsett - President

Joanne McNamee – Vice President

Tracy Jolly - Clerk

Seth Libert – Comptroller

Richard Mahoney

Absent

Meg Meaney

Maria Ribeiro

Larry Rideout - Treasurer

Attendees:

Hermayne Gordon, Director of Woburn Public Library

Megan Kass, Assistant Director of Woburn Public Library

Michelle Daly, Bookkeeper of Woburn Public Library

Guest:

Chris Trakas, CPA – Hired Library Accountant

Audience attendance: 2

Approval of Minutes

Trustee Libert made a motion to approve January 2023 minutes, Trustee Mahoney seconds motion. All in favor 5-0.

Chris Trakas

Chris was invited by the Trustees to review the IRS penalty for 2021 late tax filing. Chris explained that February 6, 2021 board members and Library Director and Assistant Director resigned from their positions. A resigning board member instructed him not to update form 990 for the year ending 2021 and wait to be contacted by new board members. He claims he hadn't spoken to anyone in reference to the taxes until Spring 2022. Chris did not file an extension for 2021, he cannot remember if an extension was filed for 2022 that was sent a week late.

Chris wrote a letter of appeal to the IRS and is waiting for IRS follow up. Trustee Libert points out the IRS will probably take 6-9 months to respond. Trustee Jolly asks how often would they forgive a first time offense? Chris and Trustee Libert agree that most often first offense is forgiven. Trustee Jolly asks if the penalty is not forgiven is there a fine? Trustee Libert says a small daily percentage.

Chris departs meeting at 6:25PM. Trustee Jolly asks if there is a need for legal counsel in reference to the appeal and negligence? Audience member Attorney, Mark Salvati, suggest that there is negligence but not gross negligence and no damages, just yet. Trustees and Administration question why the accountant wouldn't have filed extensions on the Library's behalf? Trustee Lipsett advises that all Trustees and Administration should be updated about the appeal and accounting procedures.

Directors Report

Library entrance count statistics from the teachers' strike week, reflect very high foot traffic. A lot more paper products were used! The teen room was very busy and chaotic due to no school and the excitement in the city may have been a factor of the teens being irrepressible. A shout out to the staff for doing a great job in a stressful situation!

The Library performance statistics this year are substantially up from last year at this time.

The lack of staffing was prevalent during the strike as the library was very busy. The staff handled the extra demands patiently and effectively. A substitute pool of Library workers is being run by the Union, the pool of workers will be helpful with staff out for scheduled and unscheduled time. Two full time vacancies need to be filled, Head of Youth Services and Archivist.

Unused Earmark Funds will carry over until next fiscal year, according to Representative Haggerty. We are on track to spend the first \$50,000 by June 2023.

A candidate for the AmeriCorp has started their service in the Teen Room. She will be assisting the Teen Librarian with program planning and community outreach.

The Foundation is planning an April fundraiser to support the Library. Maybe an additional 3D could be used with the funds?

Approval of Bills

Trustee Mahoney made a motion to approve January bills, Trustee McNamee seconds motion. All in favor 5-0.

Committee Reports

Trustee Jolly, points out that the committees have been renamed or removed. Trustee Lipsett made a motion to update committees, Trustee Libert seconds motion. All in favor 5-0.

Trustee Jolly reminds committee members to send in summaries of each committee for the new By-Laws.

Committee:

Archives – Richard Mahoney, Emily Lipsett, Joanne McNamee

Building and Grounds – Larry Rideout, Jim Juliano,

Finance/Auditor – Larry Rideout, Seth Libert

Governance – Jim Juliano, Tracy Jolly, Maria Ribeiro

Trustee Meaney can choose a committee at next meeting.

Friends of the Library

Now have 92 Members and have deposited over \$3,000.00 in the bank. Meeting dates have been set for 2023.

Morgan Stanley Trust Funds

Trustee Libert is in the process of moving the Morgan Stanley Funds to UBS. He will have additional information on transfer and investments at next meeting. Trustee Libert also would like the Fidelity Funds moved to UBS. Currently the Fidelity Funds are not well managed and inflexible on investing selections. Trustee Libert made a motion to move Fidelity Funds to UBS, Trustee Mahoney seconds motion. All in favor 5-0.

In reference to the funds dedicated to Art and Restoration, Trustee Lipsett questions when was the last time art was purchased for the Library. Trustee Mahoney replies that no new art has been acquired recently, but most of the existing art had been detailed and restored. Also a chip for a security alarm was installed in each piece of art. Director Gordon points out that at this time the security system does not work. The Building and Grounds will work on this.

A discussion about the restriction of funds ensues, Bookkeeper Daly has a brief breakdown of funds and restrictions that pertain to the Fidelity Funds that she will bring to the next meeting.

Discussion of By-Laws

Trustee Jolly passes until next meeting. A draft of the proposed updated By-Laws was sent to Trustees, the Director, Assistant Director and City Solicitor last month.

Other Business

Program Room/Meeting Room rental policy, the name on the room will be referred to the Program Room on rental agreements. Full payment due 7 days prior to date of rental, full refund if cancel 72 hours prior to date. Rate of room will be \$100.00 per hour; room capacity will be maximum of 60 persons. Trustee Mahoney made a motion to accept these revisions of the Program Room rental policy, Trustee Libert seconds motion. All in favor 5-0.

The waiver for State Aid was approved by MBLC. Next time a representative from the City must attend a hearing for future MBLC waivers.

Trustee Lipsett, all Trustees and Administration would like to thank the Foundation for the Staff Appreciation dinner. Those that attended were very grateful for the cards and delicious dinner.

Meeting Adjourn

Trustee McNamee makes a motion to adjourn meeting, Trustee Libert seconds motion. All in favor 5-0.
Meeting adjourned 7:39PM

Next meeting

March 7, 2023 at 6:00 PM

Minutes submitted by: Michelle Daly, Bookkeeper