



Woburn Public Library Board of Trustees

MAY 2023 MEETING MINUTES

Location: Woburn Public Library Archives

Date: May 2, 2023

Time: 6:00 PM

Call to Order

Trustee Lipsett calls to order meeting at 6:08 PM

Attendance

Trustees

Emily Lipsett - President

Seth Libert – Comptroller

Tracy Jolly – Clerk

Meg Meaney

Richard Mahoney

Jim Juliano

Absent:

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

Guests:

Jeff Dillon, Councilor, Ward 3

Audience attendance: 0

Approval of Minutes

Trustee Mahoney makes a motion to approve April 2023 minutes, Trustee Libert seconds motion. All in favor 6-0 motion passes.

Directors Report

The Library performance statistics are still rising. The staff is doing a fabulous job!

The newly hired Archivist will begin May 22, 2023. The new Children's librarian Sam Small is doing excellent and her staff has given positive feedback.

Stow Public Library staff recently toured the Library and were very impressed with the facility.

The Library won an award for its building and an award will be presented at the June ALA Conference in Chicago. Director Gordon and Assistant Director Kass will be attending the conference.

A First Amendment Audit has appeared in Woburn City Hall and the fire station. They had visited the Library in 2019. The Library policies will be reviewed and, if necessary, updated by Director Gordon and the City Solicitor, in preparation if they visit the Library.

Major upcoming events: AAPI Festival and Juneteenth.

For Juneteenth, Sam Small, has booked a storyteller for the Children's Room.

Friends of the Woburn Public Library

Friends of the Woburn Public Library will be hosting the Spring Conference for the Massachusetts Library of Friends Organization at the Library in the Program Room. The Friends will have a book sale in September for the public. They also will be represented at the Library Summer Reading Kickoff in June.

Committee Reports

Archives – Richard Mahoney, Emily Lipsett, Meg Meany

Nothing to report

Building and Grounds – Larry Rideout, Jim Juliano

The acoustics in the Historic Artifacts Room will not be modified.

The front roof of the old building is in need of repair; the contractor was notified that they have been approved to start work on the roof.

Trustee Mahoney makes a motion to release funds \$17,900 to pay for roof, Trustee Juliano seconds motion. All in favor 6-0.

Trustee Juliano inquires about the intercom system. Director Gordon advises that an electrician is needed. The intercom system will be added to next month's agenda.

Finance – Larry Rideout, Seth Libert

Trustee Libert advises that the Morgan Stanley Funds are in the process of being transferred to UBS and the accounts will be available next week. The Fidelity accounts will start to be moved in the next month to UBS.

Director Gordon advises the Trustees that some of the Edward Johnson Trust Funds are intended for Staff support and appreciation.

Governance – Jim Juliano, Tracy Jolly

The Director presents an updated Safe Child Policy. Trustee Jolly distresses that her updates were not included, Director Gordon advises that they were included but in different layman terms for the public. Trustee Jolly also states that the policy is ambiguous and should be established by age. Director Gordon states the policy matches other area libraries. Trustee Juliano inquires if there is a need of proof of relationship to child; Director Gordon advises it is not necessary. Trustee Juliano asks if we should wait another week to revise the policy as Trustee Jolly would like the City Solicitor to review the policy. The Director and other Trustees feel confident that the guidelines in the policy can be enforced by Library Staff as written. President Lipsett would like to take a vote.

Trustee Libert makes a motion to accept the Safe Child Policy, Trustee Mahoney seconds motion. The vote is 4-2. Nays are Trustee Jolly and Trustee Meaney. Motion Passes.

By-Laws

Trustee Lipsett comments on duties of the Clerk and Treasurer if reference to the By-Laws should be added if their responsibilities are given to a designee. It is agreed the added reference is not needed.

Trustee Lipsett inquires if a day of meetings should be in the By-Laws. Trustee Jolly advises that future Trustees may want to meet on a different day of the week, so a day will not be added to By-Laws.

Director Gordon has a Trustee Handbook (separate from By-Laws). It recommends that the Trustees should set dates of the meetings at the beginning of the year. Trustees like this idea and hope to establish that next year.

Trustee Lipsett reminds Committees that they must follow Open Meetings Law. Chairs should post to City Hall. It is suggested that the President of the Trustees post an announcement if a Committee will meet outside of the Trustee Meetings.

Other Business

Director Gordon comments that the Trustee Meetings in the past have been September – June, excluding the months of July and August.

Trustee Mahoney makes a motion that Trustee Meetings will not meet in July and August. Trustee Lipsett seconds motions. All in favor 6-0. Motion passes.

Meeting Adjourn

Trustee Juliano makes a motion to adjourn meeting, Trustee Jolly seconds motion. All in favor 6-0. Meeting adjourned 6:56 PM

Next meeting

June 6, 2023 at 6:00 PM

Minutes submitted by: Michelle Daly, Bookkeeper