



Woburn Public Library Board of Trustees

JUNE 2023 MEETING MINUTES

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

Call to Order

Trustee Lipsett called to order meeting at 6:10 PM

Attendance

Trustees

Emily Lipsett - President

Larry Rideout - Treasurer

Tracy Jolly – Clerk

Meg Meaney

Richard Mahoney

Jim Juliano

Absent:

Seth Libert - Comptroller

Attendees:

Hermayne Gordon, Director of Woburn Public Library

Megan Kass, Assistant Director of Woburn Public Library

Michelle Daly, Bookkeeper of Woburn Public Library

Guests: 0

Audience attendance: 0

Approval of Minutes

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

Directors Report

The new Archivist, Ashley Serveiss, is off to a great, fast start! A new Part-Time Reference librarian started. All positions are filled. Substitute pool up and running.

Citizenship classes – First series is completed. Working to get Literacy program up and running. AmeriCorp member finishing in July, it was a great success. The current member introduced a poetry slam and a recording studio for the teens. The hope is that the Foundation will continue to fund this program. Interviewing for two candidates is ongoing for the fall semester.

A report is being done for the Earmark funds in an effort to release the second half of funds.

Juneteenth celebration is June 17; Trustee Jolly spoke to a pastor who will be in touch with the Director in reference to Juneteenth.

Summer Reading kickoff is June 24; Director Gordon and Assistant Director Kass hope the Trustees will consider attending Juneteenth and the Summer Reading kickoff.

The Library won an award for its building and an award will be presented at the June ALA Conference in Chicago. Director Gordon will attend and accept the award plus attend the Coretta Scott King awards breakfast. Assistant Director Kass will also be attending the conference.

Department reports are included with the Director's report, please be sure to read the reports. The community has been giving good feedback about all the programs offered by the Library. Kudos to the Library team!

Addendum to the report: Budget came out the end of May. We well qualified for the MAR. Salaries, Part-time Librarian and General assistant plus the substitute pool has made a difference. Still negotiating a promotion for a Circulation Supervisor.

Trustee Lipsett asks if the level funding for maintenance budget is a problem. Bookkeeper Daly states we went over budget for Lights, Heat, Office Supplies and Programs. She read in the paper that the City Council are considering to increase the Lights by \$10,000 and Heat by \$8,000. Trustee Jolly reviewed the budget online and stated Lights budget went up and Equipment budget went down \$7,000. *

Trustee Mahoney suggests Solar Panels. Director Gordon responds that a study for the Library to have Solar Panels was done but has not received results.

Friends of the Woburn Public Library

See Director's report.

Foundation

Trustee Lipsett and Director Gordon met with the Foundation members. The Foundation is updating the naming opportunities for a fundraiser. Trustee Rideout suggests that they reach out to current donors of named area to give them the opportunity to renew or choose another area.

Committee Reports

Archives – Richard Mahoney, Emily Lipsett, Meg Meany

Trustee Mahoney met the new Archivist A handout from The Archivist with a request for a Bindery Project for rare books (some are signed) that need to be rebound for preservation. Director Gordon recommends to use the Archives Restoration Funds. Trustee Jolly recommends the Archivist to search for grants as she suggested in the handout. Director Gordon would like the project to go forward asap, grants are a long process. Trustee Lipsett suggests using the funds for their purpose, of course if a grant is readily available, pursue the grant. Director Gordon states that there is approximately \$385,000 in the Restorative Funds and asks if \$5,000 can be approved for the project.

Trustee Jolly motions to approve up to \$5,000 for project. Trustee Meaney seconds motion. All in favor 6-0. Motion passes.

Building and Grounds – Larry Rideout, Jim Juliano

The roof repair of the front of old building is complete and looks great! The roofing company was able to fix the existing panels saving the Library approximately \$10,000.

Trustee Rideout asked about the lighting of the Frizzell plaque. A Frizzell relative pointed out that the plaque is dark on a wall that is dark and is inconspicuous. Director Gordon responds that IT/Facilities Coordinator Derek Finegan has been in touch with an electrician to light the area.

Finance – Larry Rideout, Seth Libert

Bookkeeper Daly has not received any information that the transfers of funds from Morgan Stanley or Fidelity to UBS is complete. Trustee Rideout will reach out to Trustee Libert, who was missed at the meeting, to get reports for the meetings if Trustee Libert cannot attend.

Governance – Jim Juliano, Tracy Jolly

By-Laws

Trustee Jolly has made updates that Trustees should review. Trustee Jolly questions whether Strategic Plan should be in the By-Laws. Strategic Plan is referenced in the Trustee handbook and in other Libraries By-laws. Maybe update to “advisory” instead of “supervisory”? Director Gordon requests that the By-Laws be tabled until September for the Trustees and her to review over the summer hiatus.

Other Business

There was a power outage on June 1st. The batteries of the backup system are dying and need to be replaced. A handout was given of the cost of batteries alone and with the cost of labor to install. Director Gordon is considering a generator if that cost is equivalent to purchasing batteries every 5 years.

A few questions for the generator: would it run on gas? Should batteries be purchased while considering generator? Consider a generator that runs on gas and solar power?

Generator should go on the outside of the new building in back where that gas is easily located.

Facilities Coordinator Finegan will get estimates and Trustees can vote when all estimates are available.

Trustee Mahoney makes a motion that Trustee Meetings will not meet in July and August. Trustee Meaney 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 7:06 PM

Next meeting

September 6, 2023 at 6:00 PM

Minutes submitted by: Michelle Daly, Bookkeeper

***The actual numbers for the difference of budge lines from FY 2023 to FY 2024 ; Lights increased by \$10,000. Vision down \$500, Juvenile Books increase \$2,000, Programs increase \$7,000, Equipment Maintenance down \$2,000. All other lines remained the same.**