POLLARD MEMORIAL LIBRARY BOARD of TRUSTEES

Trustee Chair Notes

Meeting took place on September 1, 2021 by conference (Zoom) call.

* Call to Order
  + Meeting was called to order by Donna Richards at 5:33 pm.
* Attendance:

Present: Excused:

Victoria Woodley, Director Amy Watson (Associate)

Donna Richards, Chair Christine O’Connor

Anne Mulhern, Vice Chair

Linda Kilbride, Secretary

Suzanne Frechette

Syed Hasan

Helen Littlefield

Sara Marks

Muriel Parseghian

Katy Aronoff (Associate)

Guest: Belinda Juran, Amanda Standerfer (Fast Forward Libraries)

* Acceptance of / Amendment to Agenda
  + The agenda was unanimously approved on a motion by Helen Littlefield and seconded by Linda Kilbride.
* Meeting Minutes – June 2, 2021
  + The meeting minutes were unanimously accepted on a motion by Linda Kilbride and seconded by Suzanne Frechette.
* Strategic Plan Draft Discussion
  + Saturday July 10th at 9:00am was the Trustee Retreat.
  + Amanda Standerfer led the discussion.
  + Activities need to be developed that are not in the plan.
  + Some minor changes were suggested for the goals and objectives, still a work in progress.
  + Vision and mission were discussed and it was decided that a combination of the presented statements work. Katie, Suzanne and Belinda Juran will work on the vision statement.
* Hotspot Policy Approval
  + Victoria Woodley shared a new policy – Hotspot Policy For trustee approval.
  + Donna made a motion to accept the policy with minor changes, Sy seconded. Unanimously accepted.
* Chairperson’s Report
  + FY22 Budget update - meeting the MAR
    - Meetings are scheduled with the city council and the finance committee.
  + There has been overwhelming support for the ARPA Funding through the Community Input Form
  + CARES Act update
* Governance Committee Report - By-Laws Update
  + The Governance Committee (Suzanne Frechette, Anne Mulhern, Sy Hasan, and Muriel Parseghian with Chair Donna Richards) met via Zoom on March 18th to review the bylaws.The bylaws were sent to Chrisitine O’Connor for review. There has not been a response. The bylaws will be sent to the trustees in preparation for a vote to accept them at the October meeting.
* Art Committee Report
  + The Art Committee Linda Kilbride, Amy Watson, and Donna Richards NEED to meet to work with the Foundation to revise the booklet, update the website, discuss ideas to display Mico Kaufman works, awareness event – tour the artwork, display art representative of our cultural diversity, etc.
* Outreach Committee Report
  + Muriel Parseghian / Helen Littlefield / Katy Aronoff / Donna Richards, members of the Trustee Outreach Committee partnered with Belinda Juran and Niki Tsongas to advocate for the PML to meet with City Council & School Committee candidates. Incumbent CC members have been contacted. The support is overwhelming as evidenced by the motions put forth at the Aug. 24th CC meeting. There are still CC candidates and the School Committee incumbents and SC candidates to contact.
    - The PMLT and PMLF have been invited to speak before the CC.
    - The PMLT have been requested to meet the CC Finance Subcommittee.
  + Library Brochure: This has been reviewed / revised and Bridget is making the final edits.
* Directors Report (Victoria Woodley)
  + Victoria prepared the Director’s Report and distributed by email.
* Foundation Report (Donna Richards)
  + June 9, 2021 was the Annual Meeting of the PMLF. Officers were voted in.
  + We reviewed and approved the PMLF Board Responsibilities.
  + There was further discussion about the idea of creating an Ambassador Program to attract younger members and create diversity.
  + Our hope is to support the purchase of technology to provide hybrid meetings.
  + The next meeting is scheduled for **September 15, 2021** at 8:30am.
* Friends of the Library Report (Helen Littlefield)
  + There will be a book sale on October 2nd.
* Old Business
* New Business
  + Central Document repository was sent by Mulhern
  + Joanne Belanger resigned, Brendan Flynn is interim for 90 days.
* Adjournment
  + The meeting was adjourned at 7:00 PM.
  + Next meeting, Wednesday, **October 1, 2021** – let’s hope in person.