POLLARD MEMORIAL LIBRARY BOARD of TRUSTEES

Minutes December 1, 2021

Meeting took place on December 1, 2021, via conference (Zoom) call.

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

Present: Excused:

Victoria Woodley, Director Sara Marks

Donna Richards, Chair Syed Hasan

Anne Mulhern, Vice Chair Christine O’Connor

Linda Kilbride, Secretary

Katy Aronoff (Associate)

Suzanne Frechette

Helen Littlefield

Muriel Parseghian

Amy Watson (Associate)

* Acceptance of / Amendment to Agenda
  + The agenda was unanimously approved on a motion by Linda Kilbride and seconded by Donna Richards.
* Meeting Minutes – November 3, 2021
  + The meeting minutes were unanimously accepted on a motion by Donna Richards and seconded by Helen Littlefield with the following correction.
  + $50,000 Grant should be under directors not Building fund
  + Suzanne abstained from voting on acceptance of the minutes.
* Strategic Plan Reports from Groups and Updates
  + WOACE – Strategic Plan Teams are in place (subcommittees) devoted to tackling the major goals of the Strategic Plan. Progress is to be reported back to the strategic planning oversight team (SPOT) on a quarterly basis. The goal of initial meetings was to review assigned portion of the strategic plan and determine one or two main priorities (create Action Plans) for the 2022 calendar year. Subcommittees meet monthly.
  + Strategic Plan Oversight Team (SPOT) Meeting was held on 11/30/2021 to hear/discuss reports on priorities selected.
* Trustee Recruiting Suggestions
  + Donna asked all of the trustees to reach out to potential Trustees. Creating a board more reflective of the city’s population has been raised as an issue.
  + Media
  + Outreach
  + Lowell Youth leadership Program
  + Donna contacted Mary Callery in the Human Resources department to make sure the openings on the board were correctly listed.
* Chairperson’s Report
  + I feel we are in a position now to not lose momentum. With a trustee supporting each of the strategic plan goals …. We need to keep on top of that.
* Nominating/Personnel Committee Report

Committee Members:

Katy Aronoff

Linda Kilbride

Sara Marks

Donna Richards

* + Muriel Parseghian made a motion to nominate Donna Richards, Ann Mulhern and Linda Kilbride, the current officers to continue one more year. Vote is in January 2022. Seconded by Helen Littlefield\_\_\_

* Governance Committee Report

Committee Members:

Suzanne Frechette

Syed K. Hasan

Anne Mulhern

Muriel Parseghian

No report

* Art Committee Report

Committee Members:

Linda Kilbride

Donna Richards

Amy Watson

* + The Art Committee needs 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

Committee Members:

Donna Richards (PML Foundation)

Helen Littlefield (Friends of the PML)

Katy Aronoff

Muriel Parseghian

* + Muriel Parseghian / Helen Littlefield / Katy Aronoff / Donna Richards, members of the Trustee Outreach Committee partnered with Belinda Juran and Niki Tsongas CONTINUE to advocate for the PML to meet with City Council & School Committee candidates. **We have expanded our list to include “Other stakeholders” such as Business partners, City Administration, Non-Profit partners, and Higher Education Administrators.**
* Security/Building and Grounds Committee Report

Committee Members:

Suzanne Frechette

Helen Littlefield

Anne Mulhern

Amy Watson

* + No report
* Directors Report (Victoria Woodley)
  + Victoria prepared the December Director’s Report and distributed by email.
* Foundation Report (Donna Richards)
  + The PMLF met on November 17th via Zoom. They do not meet in December.
* Not much to report. Individual Committees updated the group on the progress of their initiatives.
* They are currently preparing the FY22 budget.
* The foundation’s next meeting is scheduled for **January 2022**.
* Friends of the Library Report (Helen Littlefield)
  + November meeting there was not a quorum. There are two people they want to nominate to the board
  + There will be a Book/ rummage sale December 10th 10am-3pm Ground floor entrance to Merrimack St.
  + Next meeting January 20

* Old Business
  + Mulhern asked on November 3, 2021, to receive more information on the planned mobile library. Information was sent to the trustee via email.
* New Business
  + Keeping Trustees ‘in the loop’ – sharing of information – As you think of issues that you feel need to be addressed send them to Victoria and me and we will make sure they get on the agenda.
  + Central Document repository sent by Mulhern
* Adjournment
  + The meeting was adjourned at 6:20 PM on a motion by Donna Richards and seconded by Helen Littlefield.  All in attendance were in favor.
  + Our next meeting is Wednesday, **JANUARY 5, 2022**.