

**WOBURN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES**

**December 3, 2019**

The Board of Trustees held its monthly meeting of the Trustees in Maker Space Room of the Woburn Public Library on Tuesday December 3, 2019.

**Trustee members present:**

Mr. Richard Mahoney	Ms. Kathryn Thifault	
Ms. Loretta Schuck	Ms. Carol Seitz	Ms. Janet Rabbitt
Dr. Mary Hines	Mr. William Callahan	Attorney Judy Kelley

**Absent:** Joanne McNamee

**Others Present:**

Library Director, Bonnie Roalsen  
Assistant Director, Rebecca Meehan  
Assistant Director for Innovation and Technology, John Walsh

**1. CALL TO ORDER**

Trustee Mahoney called to order the monthly meeting at 6:03 p.m.

**2. READING OF THE MINUTES FROM PREVIOUS MEETING-**

Trustee Callahan moved to waive reading of the November 6, 2019 minutes. Trustee Schuck seconded, all in favor 8-0.

**Amendment to Minutes of November 6, 2019** – Under **BUILDING AND GROUNDS** it states “Trustee Campbell” it should read “Trustee Callahan”.

Trustee Kelley moved to accept the minutes of the November 6, 2019 minutes as amended. Trustee Schuck seconded, all in favor 8-0

**3. REPORT FROM DIRECTOR –**

See Directors Report dated December, 2019 attachment. Additionally, December 2019 Archives.

Highlights from the Director’s Report:

- The Memory Project – A community outreach event in December to bring people together to share family history and to scan items to create history to be added to archives. A second event is planned for early January.
- Human Library event is scheduled for 12/7/19 – there are currently 10 “books” scheduled.
- Misty the Robot has arrived! Misty comes with some preexisting skills but also has the ability to “learn” new skills with the help of apps.
- 2 Santa events are scheduled, December 17<sup>th</sup> and 19<sup>th</sup>, families can schedule a time slot to visit with Santa and take pictures, sensory Santa option available.
- Rebecca Meehan is posting a video on Face Book every Monday called “3 Things with Rebecca” something to read, something to do and something new.

- Digitization of Archives continues. John Walsh working with BPL to allow for much greater access.

Director Roalsen, Assistant Director Meehan and Assistant Director of Innovation and Technology Walsh presented various take-aways from the London and Monterey Conferences.

- Importance of transmedia narratives as part of civic and organizational engagement. We are in the last years in which physical and digital environments are distinguishable. We are laying the foundation to blend the realities effectively to offer the greatest access to users.
- Leading cultural organizations are rapidly blending their knowledge repositories with full-blown production studios. Digital transformation frameworks are necessary to achieve organizational strategy. Quick examples we are implementing at the Woburn Library.

#### **4. REPORTS OF COMMITTEES:**

**Archives** – Trustee Seitz stated that they are looking for a strong candidate for the Archivist position, someone with vision and commitment.

**Personnel** – See Archives above

**Building Committee** – Trustee Mahoney stated compliments abound on the library

**Building and Grounds** – Trustee Callahan stated we have a new snow blower and will be getting a new snow shoveler. The punch list is still being worked on and will be as long as items are identified before the year is up.

**Finance** – Trustee Rabbitt presented **The Investment Summary** of the Morgan Stanley Account.

**Legal** – NONE

**Fundraising** – A fundraiser is planned for March 2020, it is still in the planning stages but the goals are:

- Get more community involvement
- Make it affordable for all to attend
- Reach out to new members of the community
- This is a Foundation event with assistance from Trustees

#### **5. APPROVAL OF THE BILLS**

A motion was made to approve payment of the monthly bills. Motion was seconded. All in favor 8-0.

**6. UNFINISHED BUSINESS FROM PREVIOUS MEETING** – None

**7. COMMUNICATIONS** – None

**8. POLICIES** – None

**9. NEW BUSINESS** – None

**10. ADJOURNMENT** – Trustee Rabbitt made a motion to adjourn the meeting, Trustee Seitz seconded the motion. All in favor 8-0. Meeting adjourned – 7:35 pm.

The next meeting will take place on Tuesday, January 7, 2020 at 6:00 pm in the Makerspace.

Respectfully Submitted,

Brenda Phillips