

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

September 13, 2021

The Board of Trustees held the monthly meeting of the Board of Trustees; the first meeting consisting of the new Board Members, on Monday September 13, 2021 in the Program Room located in the Woburn Public Library. The meeting was called to order at 6:02 pm.

3 new board members were present, each introduced themselves to the members of the meeting. The new board members are:

Jim Juliano
Emily Lipsett
Larry Rideout

A roll call was taken to determine attendance - 5 Present

Members Present:

TRUSTEE	VOTE
Trustee Mahoney	Present
Trustee McNamee	Present
Trustee Juliano	Present
Trustee Lipsett	Present
Trustee Rideout	Present

Also in attendance:

Acting Library Director, Hermayne Gordon
Interim Library Director, James (Chuck) Flaherty
Members of the Community

1. CALL TO ORDER

Trustee Mahoney called to order the monthly meeting at 6:02 pm.

2. ELECTION OF THE OFFICERS

Trustee Mahoney made a motion to appoint Trustee McNamee as Vice President. Trustee Lipsett seconded the motion.

A roll call vote was taken – Motion passes 5-0

TRUSTEE	VOTE
Trustee Mahoney	Yes
Trustee McNamee	Yes
Trustee Juliano	Yes
Trustee Lipsett	Yes
Trustee Rideout	Yes

Trustee McNamee made a motion to appoint Trustee Mahoney as President. Trustee Lipsett seconded the motion.

A roll call vote was taken – Motion passes 5-0

TRUSTEE	VOTE
Trustee Mahoney	Yes
Trustee McNamee	Yes
Trustee Juliano	Yes
Trustee Lipsett	Yes
Trustee Rideout	Yes

3. APPOINTMENT OF THE DIRECTOR

Interim Director Flaherty stated his strong support in hiring Acting Director Gordon to the permanent role of Library Director, giving a summation of her accomplishments over the past 6 months. He cited the professionalism, tact and diplomacy shown by Acting Director Gordon towards all. Trustees Lipsett and Mahoney offered their strong endorsement as well.

Trustee Mahoney made a motion to hire Acting Director Hermayne Gordon to the permanent role of Library Director. Trustee McNamee seconded the motion.

A roll call vote was taken – Motion passes 5-0

TRUSTEE	VOTE
Trustee Mahoney	Yes
Trustee McNamee	Yes
Trustee Juliano	Yes
Trustee Lipsett	Yes
Trustee Rideout	Yes

4. READING OF THE MINUTES FROM PREVIOUS MEETINGS – Copies of the previous meetings were distributed.

Trustee Mahoney made a motion which was seconded by Trustee McNamee, to waive the reading of and approve the minutes from the February 4, 2021 and the February 16, 2021 meetings.

A roll call vote was taken - Motion carries 5-0.

TRUSTEE	VOTE
Trustee Mahoney	Yes
Trustee McNamee	Yes
Trustee Juliano	Yes
Trustee Lipsett	Yes
Trustee Rideout	Yes

5. APPROVAL OF BILLS

Trustee Mahoney previously signed his approval of the bills earlier in the month. At the time, there was not a quorum, the bills had to be sent to City Hall for payment. The Trustees were informed that they can review any and all bills paid since the last meeting of the Trustees at any time. Going forward, all invoices will be presented for review and approval at the monthly meeting of the Board.

6. UNFINISHED BUSINESS FROM THE PREVIOUS MEETING – NONE

7. REPORT OF THE DIRECTOR

Director Gordon distributed the Directors report and reviewed a few highlights of the report, the full report will be made part of the meeting file:

- The building had been left in disarray in February. Approval was requested of and granted by Mayor Galvin to close the library at 5:30 each day in order that the staff could clean and organize the building bringing it to its current state of orderliness and organization, which took several weeks.
- The circulation desk was placed back in its original location
- Curbside checkout was updated and streamlined.
- Director Gordon praised the efforts of the staff. It was very physical work and due to several prior resignations under the previous administration, there was limited staff.
- In May, 3 part time positions were hired in addition to a Youth Services Librarian and a Teen Librarian. A Technology/ PT Reference Librarian was recently hired
- Positions still to be filled are: Archivist, 2 PT General Assistants and Assistant Director.

8. REPORTS OF COMMITTEES – NONE

9. NEW BUSINESS

Addressing the Attorney General’s orders regarding Open Meeting Law Complaint

- Trustee Training
 - i. Trustee Mahoney and Trustee McNamee have recently completed the OML training session. Certificates will be sent to the City Solicitor.
 - ii. Trustees Juliano, Lipsett and Rideout were encouraged to register for the next available training session to be held on 9/22/21 at 9:30 a.m.
- Approval of the minutes from the December 3, 2019 Board of Trustees meeting.
 - i. Trustee Mahoney made a motion to approve the minutes of the December 3, 2019 Board meeting. Trustee McNamee seconded the motion.

A roll call vote was taken – Motion Passes 5-0

TRUSTEE	VOTE
Trustee Mahoney	Yes
Trustee McNamee	Yes
Trustee Juliano	Yes
Trustee Lipsett	Yes
Trustee Rideout	Yes

- The AG requested minutes from the October 2, 2020 and October 5, 2020 meetings.
 - i. No one currently on the Board was invited to the October 2, 2020 meeting therefore cannot speak to business conducted at that meeting. There are no minutes of the meeting that the existing board members or the Interim or current Director have found. There are some emails that were obtained by the City Solicitor. Minutes and attendance, to the best of our ability, will be compiled and submitted to the AG’s office.

- Trustee McNamee stated that she would like to see the reformation of “The Friends”. She offered her home number for people to call if they are interested in forming/joining the group. There will be an information and signup sheet at the Circulation desk for anyone interested, Trustee McNamee’s phone number will be indicated on the information sheet.
- The next meeting of the Board will take place on Tuesday October 5, 2021 at 6:00 p.m.

10. ADJOURNMENT

Trustee Juliano made a motion to adjourn the meeting. Trustee McNamee seconded. A roll call vote was taken. Motion Carries 5-0. Meeting was adjourned at 7:37 p.m.

TRUSTEE	VOTE
Trustee Mahoney	Yes
Trustee McNamee	Yes
Trustee Juliano	Yes
Trustee Lipsett	Yes
Trustee Rideout	Yes

Respectfully Submitted,

Brenda Phillips
Recording Secretary