

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

January 4, 2022

The monthly meeting of the Board of Trustees was held on Tuesday January 4, 2022 in the Program Room located in the Woburn Public Library. The meeting was called to order at 6:07 pm.

All members of the Board were present, 2 members joined the meeting via cell phone due to sickness or unavoidable detainment:

Richard Mahoney, President
Joanne McNamee, Vice President
Larry Rideout – joined meeting via cell
Jim Juliano
Emily Lipsett – joined meeting via cell

Also present was Assistant Director Megan Kass and members of the community.

1. CALL TO ORDER

Trustee Mahoney called to order the monthly meeting at 6:07 pm.

2. READING OF THE MINUTES FROM PREVIOUS MEETING

Trustee McNamee made a motion which was seconded by Trustee Mahoney, to waive the reading of minutes from the December 7, 2021 meeting of the board. A roll call vote was taken:

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

All in favor 5–0, motion carries.

3. APPROVAL OF THE MINUTES FROM PREVIOUS MEETING

Trustee Juliano made a motion which was seconded by Trustee McNamee to approve the minutes of the December 7, 2021 meeting of the board. A roll call vote was taken:

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

All in favor 5-0, motion carries.

4. APPROVAL OF BILLS

Trustee McNamee made a motion which was seconded by Trustee Juliano to approve the December bills packages. A roll call vote was taken:

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

All in favor 5–0, motion carries.

5. UNFINISHED BUSINESS FROM THE PREVIOUS MEETING

- **Strategic Planning Update:** In Director Gordon’s absence, Assistant Director Kass stated that Sage Consulting Services has been chosen as the firm to assist with the upcoming Strategic Plan. The Trustees were pleased to hear the firm has been chosen and we can now move forward.

6. REPORT OF THE DIRECTOR

Assistant Director Kass distributed the Director’s report and reviewed a few highlights of the report, the full report will be made part of the meeting file:

- The new archivist, Lilly Mysona has joined the WPL team. She has already had a meeting with the previous archivist.
- The Merry Minstrels conducted a successful show in the Richardson Gallery prior to Christmas.
- WPL in conjunction with Babson College, will be presenting a Financial Literacy Workshop to be held remotely, once a month from January 2022 to April 2022.
- The children’s room has had great success with its programs. Attendance has been limited to 15 attendees plus parents. There has been a waiting list for every program.
- There was an incident in the teen room earlier this month which involved hateful words being directed at another group of teens. The incident was dealt with by the Teen Librarian in conjunction with the Youth Services Librarian and the Directors. The teen’s parents were called and the offending teens were asked not to return to the library for the month of December.
- A group of middle school teens are starting a LGBTQ+ book club in January.
- Assistant Director Kass is working with Technology Librarian Jack Clark to measure statistics more closely and comprehensively starting with January 2022 data.

7. REPORTS OF COMMITTEES – NONE

8. NEW BUSINESS

- Director Gordon is planning a full staff meeting on Friday February 18, 2022 which will require the building to be closed for a day. Events will include:
 - Training
 - Introductions and meeting of new staff members
 - Presentation/training by a communications expert
 - Training and discussion of the Maker Space
 - Sierra training.

Trustee Mahoney made a motion which was seconded by Trustee Juliano to close the building on Friday February 18, 2022 for the staff training. A roll call vote was taken:

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

All in favor 5-0, motion carries.

9. ADJOURNMENT

Trustee Juliano made a motion which was seconded by Trustee McNamee to adjourn the meeting. A roll call vote was taken:

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

All in favor 5-0, motion carries. Meeting adjourned at 6:27 pm.

Then next meeting will be held on Tuesday, February 8, 2022 at 6:00 pm.

Respectfully Submitted,

Brenda Phillips
Recording Secretary