



## Woburn Public Library Board of Trustees

### NOVEMBER MEETING MINUTES

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**Location:** Woburn Public Library Program Room

**Date:** November 1, 2022

**Time:** 6:00 PM

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#### **Call to Order**

Trustee President Mahoney called to order meeting at 6:00 PM

#### **Attendance**

##### *Voting Members:*

Richard Mahoney – President

Joanne McNamee – Vice Present

Emily Lipsett

Tracy Jolly

Larry Rideout

Jim Juliano

Meg-Ann Meaney

##### *Absent Members:*

Seth Libert – (On Call for review of Morgan Stanley)

Maria Alves Soares

##### *Attendees:*

Hermayne Gordon, Director of Woburn Public Library

Megan Kass, Assistant Director of Woburn Public Library

Michelle Daly, Bookkeeper of Woburn Public Library

*Guests in attendance:*

Jeff Dillon, Councilor, Ward 3

Lynne Arnold

### **Approval of Minutes**

Trustee Lipsett made a motion to approve October 2022 minutes, Trustee President Mahoney seconded motion. All in favor 7-0.

### **Directors Report**

Review of Director Gordon's report handout. The October 5, 2022 unveiling of the Woburn Public Library New Strategic Plan was well attended and received. Trustee President commented it was also well delivered!

The State Aid Financial Aid Report was submitted with the Waiver Petition documents as well as the required paperwork from the city. The Waiver Petition and city paperwork were necessary because the Minimum Appropriations Requirement (MAR) was not met by our municipality this year. All waivers filed with the state will be reviewed in January 2023 at the meeting of the MBLC board and will be decided at the February 2023 board meeting. The state gives the municipality five years to come into compliance with the MAR. Hopefully it will not take that long as conversations with the Mayor and Director Gordon are continuous working on the budget for next season.

On a positive note, the Library meets all the requirements to meet the Materials Expenditure Requirement. This allows the Library to have a Materials Expenditure of 12% which will increase our amount of state aid.

The Adult Literacy grant was featured as a headline in the Daily Times Chronicle. Director Gordon has been preparing for the program seeking volunteer tutors, materials, scheduling and other minutiae.

The position for the Social Capital Inc. (SCI) AmeriCorps member funded by the Woburn Public Library Foundation has been advertised and an applicant is being interviewed by SCI. If the applicant is approved by SCI, then the Library will interview the candidate.

### **Staffing Power Point**

Director Gordon presented a Staffing Power Point to review the need for additional Library Staff. The Trustees were all in agreement that additional staff is needed and gave suggestions for the Power Point to be presented to the City Council. It was also suggested adding the statistic of Woburn being one of eight of all the state cities not approved by MAR. Adding staff salaries to the budget, that will increase the budget, could fulfill the MAR requirement.

### **Approval of Bills**

Trustee Juliano made a motion to approve October bills, Trustee Lipsett seconded motion. All in favor 7-0.

## **Committee Reports**

No reports were presented.

### *Committee members:*

Archives – Richard Mahoney, Emily Lipsett

Personnel – Joanne McNamee, Emily Lipsett

Building and Grounds – Larry Rideout, Jim Juliano

Finance – Larry Rideout, Seth Libert

Legal – Jim Juliano, Tracy Jolly, Maria Alves Soares

Fundraising – Joanne McNamee, Maria Alves Soares, Seth Libert

## **Archives Policies**

Director Gordon stated that Archives Policies are being reviewed, updated and will be presented to Trustees when available.

## **Discussion of By-Laws**

Trustee Jolly has been doing research and collected data from surrounding libraries. She will email her review and updates of the by-laws to the trustees to evaluate and edit. Ultimately the updated by-laws will be presented to Trustees be voted upon.

## **Morgan Stanley Trust Funds**

Trustee Seth Libert called in to meeting to review the status of the Morgan Stanley accounts. The accounts need to be moved from Morgan Stanley by February 2023. Currently the accounts do not reach the minimum to be a part of Morgan Stanley's GPAC (Government and Political Activities Compliance). Prior to the accounts being moved an IPS (Investment Policy Statement) is needed. Trustee Libert will send out a sample IPS to Trustees to review and at December meeting vote on the decided IPS.

## **Friends of the Woburn Public Library**

The Friends Committee led by Colleen Cormier, met and drafted by-laws for the group. Mark Salvati, President of the Foundation reviewed them and will present them at the next Foundation Board meeting on November 10th. The Friends have planned an inaugural meeting for November 16th. Things are progressing positively for a restart of the Friends Group.

## **Staff Appreciation**

The Trustees will review what took place last year in reference to gift cards/money to staff. The Trustees suggested a Staff Appreciation gathering at a local restaurant in January 2023. Further discussion and a vote will take place at December meeting.

## **Other Business**

Director Gordon shared the need to do an acoustics study of the Historic Artifacts Room with the hope that it could be modified so that the room could be used for meetings and other programs. Director Gordon had shared this need with the Foundation President, who suggested that we get a quote on what it would cost to have such a study done, and he would bring it to the Board for a vote on November 10th. The Trustee Building Committee will look into getting a quote to submit to the Foundation.

## **Meeting Adjourn**

Trustee Juliano made a motion to adjourn meeting, Trustee Rideout seconded motion. All in favor 7-0. Meeting adjourned 7:58 PM

## **Next meeting**

December 6, 2022

Minutes submitted by: Michelle Daly, Bookkeeper