

**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES**

DATE: January 17, 2023 TIME: 6:38 p.m. PLACE: Lingos Trustee Room & Zoom

PRESENT: Jocelyn Meek, Chairperson; Lisa O'Donnell, Vice Chair; Jorge Vega; Joseph Policape & Paul Engle, Library Director  
Zoom-Margaret Mone & Phyllis Ellis

ABSENT: Aminah Pilgrim & Mattieu Delisme

VISITORS: Elizabeth Nagarajah; Janet Snow; Nadege Glaze & Philip Hasouris

RECORDING: Sandra Reed

| TOPIC/AGENDA | FINDINGS/DISCUSSION | RECOMMENDATIONS/ACTIONS | FOLLOW-UP |
|--------------|---------------------|-------------------------|-----------|
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|--------------------------|--|--|--|
| 1. Hearing of Visitors   | <p>Elizabeth and Janet are from Sigma Gamma Rho Sorority, Inc</p> <ul style="list-style-type: none"> <li>a) Spoke about the Sorority and their mission to address issues that impact women, youth and underprivileged members of the South Shore</li> <li>b) Discussed donation of rocking chairs from their work with Friends of Lambda Kappa Sigma and Project Cradle Care</li> <li>c) The project was a great success and they want to donate one chair to each of the three libraries in Brockton</li> <li>d) All chairs have a virtue on them</li> <li>e) The sorority has a youth symposium coming up with the Boys and Girls Club talking about everything from financial literacy, self-love/care and mental health</li> </ul> <p style="text-align: right; margin-right: 20px;">Recommended to accept the chairs by Jorge Vega, second by Joseph Policape; voted unanimous.<br/>*Will have a ceremony when accepting the chairs</p> <p>Philip Hasouris came to talk about the Poet Laureate search</p> <ul style="list-style-type: none"> <li>a) Will start the search for Poet Laureate in March</li> <li>b) Will start the search for Youth Poet Laureate in April</li> <li>c) The committee will pick two finalists from each category in June</li> <li>d) In a public forum the finalist will present their Brockton poem and also vision for Brockton</li> <li>e) Winners will start their term in August</li> </ul> <p style="text-align: right; margin-right: 20px;">Must be 21+ for Poet Laureate and between 15-20 for Youth Poet Laureate, as of August<br/>Philip will ask foundation next month at meeting for honorarium for winners</p> |  |  |
| 2. Acceptance of Minutes | Approval of minutes from Dec. 13, 2022 as submitted.   | Approval of minutes by Phyllis Ellis, second By Lisa O'Donnell; voted unanimous. |  |
| 3. Chairman's Report     |  |  |  |
| *Nothing to report       |  |  |  |

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#### 4. Director's Report

##### Assistant Director position

- a) Had seven candidates and of those six were qualified and asked to be interviewed. Two of the six have already been conducted
- b) Board wondered if there is any apprehension on compensation and Paul has stated none so far
- c) Board wondered how the diversity was among the candidates. Paul and Jocelyn went over this with the board with what they know so far about the candidates

Discussed the current open jobs and where they were in stages of being filled

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#### 5. Election of Officers

Discussion from Jocelyn and Lisa about how they thought it would be a good time for others on the board to hold positions

Jorge stated that he might want to in the future but would need a better sense with a full year of "normal" meetings. With Covid he feels like he still does not have a sense of that.

Elections are every year in January

Phyllis made a motion to keep Jocelyn as Chair and Lisa as Vice Chair  
Second by Joseph Policape. Jorge & Margie voted yes. Jocelyn and Lisa abstained

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#### 6. Subcommittee member assignments

Jocelyn asked that all the Trustees make a commitment to this year/to be proactive and get patrons back to the libraries  
Will get a list together of all the subcommittees and email it out

| <u>TOPIC/AGENDA</u> | <u>FINDINGS/DISCUSSION</u> | <u>RECOMMENDATIONS/ACTIONS</u> | <u>FOLLOW-UP</u> |
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#### 7. Status Updates: Website & Roof

##### Roof

- a) MM&T has 30% plans of drawing set for the new roof at main
- b) They will go out to bid to get a contractor to do the work
- c) Thoughts are that it will start early spring depending on weather

##### Website

- a) Have company (CivicPlus) moving our current website from Joomla to WordPress which should be done by the end of February
- b) After this is done we will have a consultant come in to revamp it exactly how we would like it to be most functional for our patrons
- c) Have a committee of Trustees, Staff and ITC to determine what should be on the website

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## 8. Director's Review Process

Lisa passed out the evaluation sheets for Paul's review. Would like the Board to get back to her with any necessary changes by Sat. January 21. Everyone agreed that if there were no changes, to the sheet, that the Board members would be able to get their evaluation in by Friday January 27, 2023. Lisa also recommended a second step to the evaluation process. Using the goals Paul developed in the Strategic Plan, she will develop a ranking system to go along with it so the Board can evaluate where Paul is in the process of fulfilling those goals. She will separate out the goals that are not achievable currently, for outside reasons. This goals piece will be added to the evaluation

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## 9. Old Business

### Public Properties

- a) Get them to close some of the small ticket items we have been waiting for to make the library more functional and aesthetically pleasing
- b) Lisa reached out to Pat Hill about the unsafe sidewalk on White Ave. The See Click Fix ticket was escalated in September with no solutions yet. He did tell her that he drove by to look at it and acknowledged there was an issue. He says that he put a band aid on it but it is not useful nor prevent another patron accident. He says that we can not do anything until Spring and even then, it will cost lots of money to fix. Lisa asked him to contact Paul about putting up warning/caution signs for the public but Pat has not yet. We have documented accidents of patrons getting hurt from the uneven pavement. Will it take a lawsuit for the City to fix?

It is agreed about that the Trustees will write a letter to the Mayor and City Council

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## 10. New Business

Phyllis has invited the Board to take part in the MLK breakfast put on by the NAACP this Sat. Jan 21, 2023 at Lombardo's in Randolph

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## 11. Executive session (as needed)

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## 12. Adjournment

Meeting Adjourned at 7:59 pm

Motion by Phyllis Ellis, second by Jorge Vega;  
voted unanimous.