

Pollard Memorial Board of Trustees – Trustee Minutes

Date:

- o The meeting took place on Wednesday, April 8, 2026.

Location:

- o The meeting was held at Pollard Memorial Library (PML), 401 Merrimack St. Lowell, MA, as a hybrid meeting, both in person and via Zoom.

Opening Business

Meeting call to order

- o The meeting was called to order by Donna Richards at 5:34 pm.

Attendance

Present:	Excused:	Absent:	Guests:
Bridget Cooley, Library Director Donna Richards, Chair Ellen Anstey, Vice Chair Judith Davidson, Secretary Helen Littlefield Jack Moynihan Titiana Tambi	Courtney McSparron Christopher St. Croix Christine O'Connor	Suzanne Frechette	Lisa Golden, Director HHS

Acceptance of / Amendment to Agenda

- o The agenda for *April 8th* was approved unanimously on a motion by Judy Davidson, seconded by Jack Moynihan.

Prior Meeting Minutes Approval

- o The meeting minutes from *March 11, 2026* were accepted with revisions as discussed on a motion by Helen Littlefield and seconded by Ellen Anstey.
- o Christopher St. Croix received a hearty thanks from the board for his excellent minutes made in March due to the absence of the elected secretary.

Public Comment Period

- o Public comment time was made available. However, no members of the public were present to make a comment at this meeting.

Current Business

Review of PML Board of Trustees Bylaws

- o Group review of the PML Board of Trustee Bylaws. Richards praised the process of the Trustee Bylaw review from the last meeting and asked the Trustees to review a draft of the revised bylaws to ensure it captured the substance of the suggestions.
 - Article 1: No changes
 - Article 2:
 - Section 1: Add Section 4 to the discussion of the number and kind of trustees.
 - Section 2: Term of office, small changes for clarification.
 - Section 3: Title Extended “Resignations, Vacancies, and Trustee Dismissals”
A consolidation and addition of information on dismissals. Clarification of wording for process in event of a resignation will now be Chair of Trustees or the Director. Discussion of the dismissal language and role of Associative Trustees across by-laws.
 - Section 5: (Is now Section 4)
 - Section 6: (Is now Section 5) Discussion of wording.
 - Section 7: (Is now Section 6) Library Director’s Report was divided into a monthly and annual section.
 - Article 3: Board of Trustees
 - Section 1: Offices (Comparison of two versions of language regarding officers serving successive terms.)
 - Sections 2,3,4: remain the same
 - Article V Committees: There are two standing committees described here. Governance and Outreach/Advocacy; After discussion reviewing this decision from the last meeting, it was finalized that the Trustees will be divided into the two committees.
Section 3 Reports: The addition proposed earlier by St. Croix was approved.
 - Article VI: Meetings
Discussion about the use of associate trustee’s position in regard to voting, quorum, etc.
No language needed to be changed.
 - Article VII: Discussion of duties of the Board of Trustees.
- o Richards will input the revisions discussed and resend the draft to the Board for review at the May meeting.

Advocacy - Updates

- o Tambi and McSparron will report on progress at the next meeting.

Update from Strategic Plan Task Groups

- There were no meetings during this period on which to report.

Reports

Chairperson’s Report

- o Community Mosaic Event – Saturday, April 18th at 2:00pm
- o Presentation to the City Council at 6:30pm. Date is not confirmed, but probably 4/21 or 4/28.
- o GREAT PROGRAMS - News from United for Libraries <united@ala.org>

- o Richards reminds the trustees to urge Massachusetts's Senators to add their signatures to Senator Jack Reed's 2 letters in support of library programs **by April 17 !!** CONTACT: ALA Public Policy & Advocacy <advocacyaction@ala.org> to fill in automatic emails to Warren and Markey and find instructions for making a follow-up call.

Committee Reports

- o The Committees as defined in the current version of the Trustee Bylaws will meet on an as needed basis. Current trustee assignments are listed. When a committee convenes, trustees can volunteer to participate.
 - Governance/Policy Committee (J. Davidson*/S. Frechette/C. O'Connor)
 - Art Committee (___ */Ellen Anstey/Donna Richards)
 - Security/Building/Grounds (Suzanne Frechette*/Helen Littlefield)
 - Outreach (Donna Richards*/Judy Davidson/Helen Littlefield)
 - Nominating/Personnel (___ */Donna Richards/Ellen Anstey)
- o None of the current standing committees met during this period.

Director's Report

- o Bridget Cooley prepared Director's Report dated April 3, 2026 which was distributed to trustees via email prior to the meeting. Specific discussion arose around numerous issues including:
 - Programming for all ages is going extremely well and they are looking to expand classes.
 - City of Learning Task Force; On Lowell UNESCO site the library is specifically mentioned and Cooley is determined that the library continues to engage with the project.
 - The FY26 library budget is continually monitored and spent appropriately.
 - A second member of the literacy staff resigned this week. The job description is under revision.
 - Adult Community Services Librarian II—is the recommended title of the new community services position. The job description is at Human Resources and will be advertised.

Grants

- o There were no grants to be discussed.

PML Foundation (Donna Richards)

- o Donna Richards provided the following PML Foundation Liaison Report.
 - The PMLF met on March 18, 2026.
 - Individual committees reported on the Author Night event, Lipman Award plans, finances, outreach, and Library news. There were also updates about Trustee and Friends ongoing work.
 - The next PMLF meeting is scheduled for April 15, 2026.

Friends of the PML (Helen Littlefield)

- o Helen Littlefield provided the following Friends Liaison Report.

- The Friends last met on April 4, 2026.
- A new member has joined the Friends Board: Thea Lamarre Anderson/co-owner of Lala Books.
- The Board agreed to provide money to supplement the purchase of paint for murals being created at Lowell High School.
- Book Bingo event is scheduled for April 25th from 1pm to -2:30pm.
- The Friends hosted a breakfast for library staff on April 2nd .
- The Spring Book Sale is scheduled for; 6/11 from 5pm to 6pm for members only, 6pm to 7pm for the general public; 6/12 from 10am to 3pm; 6/13 from 9am to -3pm; The Friends will be collecting donated books on 4 Saturdays, May 16, 23, 30, and June 6 from 12pm to 2pm
- The Friends' next meeting is June 6th; 9:15am in the Library Director's office.

Old Business

- o There was no old business to discuss.

New Business (Announcements and Questions)

- o There was no new business to discuss.

Adjournment

- o The meeting was adjourned at 7:20 PM on a motion by Donna Richards and seconded by Helen Littlefield. All in attendance were in favor.
- o The next meeting is **Wednesday, May 13** 2026.



Goal-Based Director
Report - March 6, 2026.pdf



TRUSTEE - Library
Trustee Meeting notification APRIL 2026.docx

Approved by the Board of Trustees on May 13, 2026