BOARD OF LIBRARY TRUSTEES
MEETING MINUTES

1. **Call to Order; Establishment of Quorum:**

DATE: March 10, 2026 ***TIME***: 6:38 p.m. ***PLACE:*** Lingos Trustees Room

PRESENT: Jorge Vega, Chairperson; Jocelyn Meek, Vice Chair; Joseph Policape; Elaine Gatewood; Aminah Pilgrim; Lisa O'Donnell & Paul Engle, Library Director

ABSENT: Phyllis Ellis; Matthieu Delisme & Margaret Mone

VISITORS: Arlene Carter

RECORDING: Sandra Reed

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2. **Hearing of Visitors:** ***See #4 below***

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3. **Acceptance of Minutes:** Approval of minutes from January 13, 2026

Approval of minutes by Jocelyn Meek, second by Lisa O'Donnell; Aminah abstained Joseph not there for this vote. All others approved

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4. **Pop Up Food Pantry:**

*Arlene would like to have a partnership with the library. She currently does a pop-up food pantry on Harvard Street. Currently as a 501C3 she receives donations from Food Rescue USA. She goes to pick up the donation then brings in home to split up and bag. This includes both perishable and non-perishable items. Currently she has about 30 regular participants. She would like to help more so she reached out to another organization, Spoonfuls, but they will not give without an entity (building to deliver food). This is how the collaboration idea came about. Arlene would have Spoonfuls deliver here and she would separate, bag and distribute food pantry items from the library. Idea to do on Monday nights. Nothing would be left at the library-no storage necessary. This would be on a first come – first serve basis and anything left over, Arlene would take with her to donate to Father Bills, etc.

*Discussions on if there is anything the Trustees would want to proactively prepare for-issues that might arise from the collaboration. No funding, just space is being provided. Will use the area behind Lingos- between the Computer Lab and the Large Conference Room. Arlene will stay in touch with staff about deliveries etc. Genuinely a pop-up shop. Trustees would like to have the bags include flyers and promotional materials for the library.

*Noted that if we continue to start new partnerships there will need to be a more formal process going forward

Motion by Lisa O'Donnell to allow pop up pantry with the contingency that Paul revisits this in 8 weeks from the start of the program to evaluate needs. This Report will then be put on the next Trustee Agenda, second by Aminah Pilgrim; voted unanimous.

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5. **COA program proposal:**

COA is doing a class for Seniors with Massasoit Community College. The COA would like to use the library for this class. The class will be for a fee to the seniors.

Motion by Jocelyn Meek to approve the COA proposal. No second- motion denied Program no approved

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6. **Reports:**

A) Chairperson's Report:
*First Community dinner went well. This highlighted the fact that Trustees need to be prepared to answer questions about the programs we offer.
*Snow- getting our lots plowed during the last storms was difficult. Plows did not do a good job. We want to make sure that while we are offering social based programs that we have lots safely and quickly available for patrons. Should offer our lots as emergency parking, if so would it create more of an issue? If the issue arises again we will discuss more and take appropriate action.
*Trustee engagement- would like Trustees to be more present at Library events. Aminah will attend the Art Smart Contest (Wed March 18) to kick this off. Sandy will add library events for the upcoming month in the packet. Also, the agenda will now Include a standard spot for Trustees to report Back on any event they attended the previous Month/what can be improved

B) Director's Report:
*Reiterated the success of the first community dinner. Over 100 meals were served in the first hour alone. Father Bills reps were there and started doing outreach. Next one is Wed. March 25 from 4-7. Once this picks up momentum we will look into other restaurants to partner with. We also want to get more community leaders to be involved.

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7. **Strategic Plan draft update**:
Jocelyn still working on this. Follow-up on next month's agenda

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8. **Director's Review:**
*Paul did well on this review. This evaluation will not come with a raise. The feeling is that this current evaluation does not back up (have the measure data for) a raise. Jorge, Jocelyn, Lisa and Paul have had discussions how the correct evaluation process is not measuring the right things.
Motion to create a subcommittee to revise the Library Director evaluation by Jocelyn Meek; second by Lisa O'Donnell; voted unanimous.
*A subcommittee consisting of Jorge, Jocelyn, Elaine & Aminah has been created to talk about the evaluation process and make changes for next year. They will also obtain a current job description for the Library Director.

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9. **Old Business:**
*Trustee Room Chairs – will wait longer to hear from the Furniture Trust for options
*Mayors decision to revert to in person public meetings only- Trustees have heard Mayor has made it clear he will not go back to allowing Zoom. Must be in person for all City meetings. Trustees have decided to not fight this.
*Elaine would like to have a social worker at the library put back on Paul's radar. Paul will look into who could oversee this. (Must have a clinical license)

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10. **New Business:**
*Discussion on 501C3 partnerships. Possible creation to get funds to help expand community dinners
Motion by Jocelyn Meek to table for next Meeting; second by Aminah Pilgrim; voted unanimous
*Lisa would like to suggest Trustees allocate two hours for meeting each month. Plan what to expect for the meetings.
*Meeting minutes should be sent to each Trustee immediately after meeting so those who were not in attendance are up to speed
*Joseph would like to point out that the poetry programs have been wonderfully attended

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11. **Executive session (as needed)**

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12. **Adjournment** Meeting Adjourned at 8:17 pm Motion by Joseph Policape; second by Elaine Gatewood; voted unanimous