

February 26, 2020

Minutes of the meeting of the Trustees of the Rowley Public Library

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**Present:** Pam Jacobson, Maggie Lemelin, Mary-Clare Condon-Dalzell, Karen Ziemplak, Liz Cullen, Jenny Patterson

**Absent:** Glenn Blakney, Jackie Trojan, MaryKate Gass, Janet Peabody

Meeting called to order at 7:12 PM

**Review of January 21, 2020 Meeting Minutes**

**Motion:** *Karen Ziemplak motions to accept meeting minutes. Liz Cullen Seconded. Approved Unanimously.*

**Review of January 2020 Directors Report**

Freegal rep will be meeting with all customers this year.

MVLC Mobile Collection App available in the App Store.

Robust programming planned for March includes bee pollinators display and presentation, author visit, murder a la carte, D&D program will continue.

**Motion:** *Jenny Patterson motioned to accept the May Directors Report. Liz Cullen, seconded. Approved Unanimously.*

**Review of January 2020 Budget Report**

See January 2020 Budget Report for details

**Motion:** *Karen Ziemplak motioned to accept the January Budget Report. Mary-Clare Condon-Dalzell seconded. Approved Unanimously.*

**Old Business: Follow up on Action Items**

- FY2021 Fiscal Budget will be presented Monday and Tuesday at the Selectman's and Finance Committee's meeting
  - o **Budget A**
    - Increase of compensation plan.
    - Correlative materials line item required additions.
    - Facilities needs increased.
  - o **Budget B**
    - Increase in Library hours
    - Correlative materials line item required additions.
    - Increase department heads to 35 hours a week.
  - o **Budget C**
    - Increase in Library Hours
    - Increase department heads to 35 hours a week.
    - Does not include the correlative materials line item required additions.

**Motion:** *Jenny Patterson makes a motion to approve the FY2021 Budget proposal, Mary-Claire Condon-Dalzell seconded. Approved Unanimously.*

## **New Business**

- 2020 Election
  - o Reach out to people who may be interested. Janet has taken out papers, Maggie and MaryKate are not re-running.
- Window etching

**Action Item:** *Jenny to reach out to the signage vendor to see if they can make the window signage that matches current signage.*

- Room Use Time Limits

**Action Item:** *Pam will add the Room Use Policy to our next meeting agenda and bring a copy of the policy for possible revision.*

## **Subcommittee Reports**

Outreach and Bequests: No updates

Planning: No updates

Policy and Procedures: No updates

Building and Grounds: see action items

Disaster Recovery: No updates

Performance and Evaluation: No updates

Subcommittees Assignments 2019-2020	
Performance and Compensation	Glenn Blakney, Maggie Lemelin, Jenny Patterson, and Janet Peabody
Building and Grounds	MaryKate Gass and Karen Ziemplak
Outreach and Special Events	Jenny Patterson and Karen Ziemplak
Strategic Planning and Oversight	Liz Cullen, Maggie Lemelin, and Janet Peabody
Policy and Procedure	Glenn Blakney, MaryKate Gass, Janet Peabody, and Jackie Trojan
Disaster Planning	Jenny Patterson and Jackie Trojan

## **Friends Meeting**

There will be some minor changes to the book sale this year.

The water bottle filling station has been installed.

The cookie sale was successful.

**Motion:** *Jenny Patterson made a motion to adjourn, Mary-Clare Condon-Dalzell seconded. Approved Unanimously.*

Meeting adjourned at 8:23PM

Next meeting scheduled for March 17, 2020 at 7PM.