

May 19, 2020

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

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**Present:** Glenn Blakney, Liz Cullen, MaryKate Gass, Pam Jacobson, Maggie Lemelin, Jenny Patterson, Janet Peabody, Jackie Trojan, Karen Ziemplak

**Absent:** Mary-Clare Condon-Dalzell

**Guest:** Melinda Patrick

Meeting called to order at 7:03 PM

Janet Peabody read the following:

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting, but every effort will be made to allow the public to view and listen to the meeting in real time. Persons who wish to do so are invited to watch the meeting on Rowley Community Media TV/ listen live on the RCM page on the Town's website at [www.townofrowley.net](http://www.townofrowley.net) or join the meeting from your computer, tablet or smartphone by using the link: <https://global.gotomeeting.com/join/387157629> or you can also dial in using your phone by calling (517) 317-3122 and using access code 387-157-629. In the event that live transmission proves infeasible, an audio or video recording, transcript of other comprehensive record of the meeting will be made available on the Town's website as soon as possible.

**Review of February 26, 2019 Meeting Minutes**

See February 26<sup>th</sup> Minutes

**Motion:** *Maggie Lemelin motions to accept minutes as amended; Karen Ziemplak second, all in favor – roll call vote: Glenn Blakney – aye, Liz Cullen – aye, MaryKate Gass – aye, Maggie Lemelin – aye, Jenny Patterson – aye, Janet Peabody – aye, Jackie Trojan – aye, Karen Ziemplak – aye. Approved unanimously.*

**Review of March and April Director's Reports**

See March and April Director's Reports for details

**Motion:** *Glenn Blakney moves to accept; Maggie Lemelin second, all in favor – roll call vote: Glenn Blakney – aye, Liz Cullen – aye, MaryKate Gass – aye, Maggie Lemelin – aye, Jenny Patterson – aye, Janet Peabody – aye, Jackie Trojan – aye, Karen Ziemplak – aye. Approved unanimously.*

**Review of April Budget Report**

See April Budget Report for details

**Motion:** *Maggie Lemelin moves to accept; Jenny Patterson second, all in favor – roll call vote: Glenn Blakney – aye, Liz Cullen – aye, MaryKate Gass – aye, Maggie Lemelin – aye, Jenny Patterson – aye, Janet Peabody – aye, Jackie Trojan – aye, Karen Ziemplak – aye. Approved Unanimously.*

## **Old Business**

### Budget FY2021

- Approved by Selectmen and Finance Committee. Will be presented at town meeting on June 22.
- \$10,000 capital request for the adaptive hearing system will not be presented at town meeting.
- \$3,500 will be repurposed from HVAC at the special town meeting.

### 2020 Election

- Melinda Patrick is interested in being a write-in candidate. Janet Peabody is seeking reelection.

## **New Business**

### Planning from re-opening with COVID protocols

- Libraries are part of phase 1. Curbside pickup and delivery with a target date of June 1 or June 8
- In phase 2, browsing in libraries with restrictions.
- Board of Health will supply necessary masks and equipment. A plexiglass vendor is coming on Thursday.
- Hours of service will then determine staffing.

### MVLC autorenewals

- MVLC will be voting on autorenewals. Currently, everything is on hold and we do not need to decide anytime soon.

## **Subcommittee Reports**

- Performance and Compensation: No updates
- Building and Grounds: No updates
- Outreach and Bequests: No updates
- Strategic Planning and Oversight: No updates
- Policy and Procedures: No updates
- Disaster Planning: No updates

Subcommittees Assignments 2019	
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**

The book sale has been postponed. The annual Friends of the Rowley Library membership mailers have been sent. The Friends are now accepting PayPal qr code payment. The next Friends meeting is in June to elect new officers.

**Action:** Jackie to update the February 26 meeting minutes.

**Action:** Pam to send information to Melinda on attending a virtual trustee orientation. Melinda will be attending the session on May 20 at 10-12pm.

**Motion:** MaryKate Gass makes a motion to adjourn; Maggie Lemelin second, all in favor – roll call vote: Glenn Blakney – aye, Liz Cullen – aye, MaryKate Gass – aye, Maggie Lemelin – aye, Jenny Patterson – aye, Janet Peabody – aye, Jackie Trojan – aye, Karen Ziemplak – aye. Approved Unanimously.

Meeting adjourned at 7:44 PM.

Next meeting scheduled for June 16, 2020 at 7PM.