

August 18, 2020

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

Present: Jeff Bard, Liz Cullen, Pam Jacobson, Melinda Patrick, Jenny Patterson, Janet Peabody, Jackie Trojan, Karen Ziemplak

Absent: Glenn Blakney, Mary-Clare Condon-Dalzell

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 or join the meeting from your computer, tablet or smartphone by using the link: <https://global.gotomeeting.com/join/496148605> or you can also dial in using your phone by calling +1 (408) 650-3123 and using access code 496-148-605. 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 June 23, 2020 Meeting Minutes

See June 23th Minutes

Motion: *Jeff Bard motions to accept minutes; Melinda Patrick second, all in favor – roll call vote: Jeff Bard – aye, Liz Cullen – aye, Melinda Patrick – aye, Jenny Patterson – aye, Janet Peabody – aye, Jackie Trojan – aye, Karen Ziemplak – aye. Approved unanimously.*

Review of June and July Director's Reports

See June and July Director's Reports for details

Motion: *Liz Cullen moves to accept; Karen Ziemplak second, all in favor – roll call vote: Jeff Bard – aye, Liz Cullen – aye, Melinda Patrick – aye, Jenny Patterson – aye, Janet Peabody – aye, Jackie Trojan – aye, Karen Ziemplak – aye. Approved unanimously.*

Review of FY20 and FY21 Budget Reports

See FY20 and FY21 Budget Reports for details

Motion: *Jenny Patterson moves to accept both FY20 and FY21 budget reports; Melinda Patrick second, all in favor – roll call vote: Jeff Bard – aye, Liz Cullen – aye, Melinda Patrick – aye, Jenny Patterson – aye, Janet Peabody – aye, Jackie Trojan – aye, Karen Ziemplak – aye. Approved Unanimously.*

Old Business

Planning for re-opening with COVID protocols

-Arrows and signage will be placed throughout the library

- There will be a coin box to collect printing fees
- Children's room will be closed but new children's books will be available in the browsing collection
- There will be online signups for computer usage. Patrons need to read and sign the user agreement before they can sign up to use the computers.
- It has not been decided if there will be special hours for seniors or high risk patrons
- The library will continue curbside pickup
- Only one restroom will be available to patrons
- A soft opening may be possible in two weeks

New Business

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 2020-2021	
Performance and Compensation	Glenn Blakney, Janet Peabody
Building and Grounds	Jeff Bard, Karen Ziemplak
Outreach and Special Events	Jeff Bard, Melinda Patrick
Strategic Planning and Oversight	Mary-Clare Condon-Dalzell, Liz Cullen, Janet Peabody, Karen Ziemplak
Policy and Procedure	Glenn Blakney, Janet Peabody, Jackie Trojan
Disaster Planning	Melinda Patrick, Jackie Trojan

Friends Meeting

Angie Estevez is the new secretary. There will be no book sale in the fall. The Friends will continue to pay the book club moderator's stipend. The Friends raised \$3600 through their membership mailings.

Action: Jackie to update the June 23 meeting minutes.

Action: Janet to write a thank you note to the book club for their support.

Motion: Jenny Patterson makes a motion to adjourn; Liz Cullen second, all in favor – roll call vote: Jeff Bard – aye, Liz Cullen – aye, Melinda Patrick – aye, Jenny Patterson – aye, Janet Peabody – aye, Jackie Trojan – aye, Karen Ziemplak – aye. Approved Unanimously.

Meeting adjourned at 7:43 PM.

Next meeting scheduled for September 15, 2020 at 7PM.