

September 15, 2020

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

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

Absent: Mary-Clare Condon-Dalzell

Meeting called to order at 7:04 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: <http://global.gotomeeting.com/join/793269653> or you can also dial in using your phone by calling 312-757-3121 and using access code 793-269-653. 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 August 18, 2020 Meeting Minutes

See August 18th Minutes

Motion: *Jenny Patterson motions to accept minutes; 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.*

Review of August Director's Report

Dungeons & Dragons had 3 players September 12 and will meet online again October 10.

Fortress Time Management and outward facing monitors are not working well.

Carpet cleaning will be reassessed in the spring.

ARIS report is complete.

See August Director's Report for details

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

Review of August Budget Report

See August Budget Report for details

Motion: *Jeff Bard moves to accept; Liz Cullen second, all in favor – roll call vote: Jeff Bard – aye, Glenn Blakney – 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

- There are no special hours for high risk patrons
- There will be take home crafts and reading challenges for the children's and teens' programming in the fall
- There is a check-in system to see why patrons are in the library
- There are arrows and marking on the floor
- On the first day of the soft opening, 23 patrons came. On the second day, 26 patrons came.

New Business

Holiday closings

- Closing at 5pm on the Wednesday before Thanksgiving. Closed on the Friday after Thanksgiving.
- Closed on December 24-26. Closing early on December 31. Will be opened on January 2.

Subcommittee Reports

- Performance and Compensation: No updates
- Building and Grounds: No updates
- Outreach and Bequests: No updates
- Strategic Planning and Oversight: Need to meet
- 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

No updates

Action: Jackie to write a thank you note to Alex Hanscom for her time as secretary of the Friends.

Action: Janet to sign the ARIS.

Action: Janet to schedule a strategic planning meeting.

Action: Pam to share the strategic plan.

Motion: Karen Ziemplak makes a motion to adjourn; Jenny Patterson second, all in favor – roll call vote: Jeff Bard – aye, Glenn Blakney – aye, Liz Cullen – aye, Melinda Patrick – aye, Jenny

Patterson – aye, Janet Peabody – aye, Jackie Trojan – aye, Karen Ziemplak – aye. Approved Unanimously.

Meeting adjourned at 8:02 PM.

Next meeting scheduled for October 20, 2020 at 7PM.