

October 20, 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/install/129890061> or you can also dial in using your phone by calling (224) 501-3412 and using access code 129-890-061. 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 September 15, 2020 Meeting Minutes

See September 15th Minutes

Motion: *Jeff Bard 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 September 29, 2020 Special Meeting Minutes (Planning)

See September 29th Special Meeting Minutes

Motion: *Karen Ziemplak motions to accept the special meeting minutes; Janet Peabody second. Approved unanimously.*

Review of September Director's Report

Dungeons & Dragons had 10 players October 10 and will meet online again November 21.

Pam started staff performance evaluations.

Pam tested panic button system. It worked well but the low battery light went on.

Benches to be stained and covered for the winter.

See September Director's Report for details

Motion: *Liz Cullen moves to accept; Jenny Patterson 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 September Budget Report

See September Budget Report for details

Motion: Karen Ziemplak moves to accept; Jenny Patterson 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

- Re-opening went well
- Opening children's room next. Glass has been ordered for around the desk. Chairs and keyboards have been removed from the room.
- Making newspapers available behind the circulation desk maybe possible soon

Pam HPO update

- The requested HPO modification will order the defendant no library access and remain 50 feet away from Pam for the remainder of the HPO
- A motion has been filed at district court today
- A hearing has been set for November 3

New Business

Planning committee recommendations for FY22 Action Plan

- See September 29th special meeting minutes

Subcommittee Reports

- Performance and Compensation: No updates
- Building and Grounds: No updates
- Outreach and Bequests: No updates
- Strategic Planning and Oversight: See new business
- Policy and Procedures: Need to meet
- 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

The Friends met on October 6 and discussed providing new covers for the benches. The Friends invited Pam to submit a proposal for new desk chairs. The Friends are very supportive of the

children's grab and go crafts. They are questioning if the basket raffle is possible. They are planning to recruit a scout for a free library project.

Action: *Policy committee to meet and create a policy for Library of Things.*

Action: *Janet to clean up the FY22 Action Plan for approval for next month's meeting.*

Action: *Janet to talk to Town Hall regarding insurance and liability for Library of Things.*

Action: *Pam and Jeff to coordinate for the November 3 hearing.*

Motion: *Melinda Patrick makes a motion to adjourn; Jeff Bard 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 8:13 PM.

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