

March 9, 2021

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

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**Present:** Jeff Bard, Liz Cullen, Pam Jacobson, Jenny Patterson, Janet Peabody, Karen Ziemplak

**Absent:** Glenn Blakney, Mary-Clare Condon-Dalzell, Melinda Patrick, Jackie Trojan

Meeting called to order at 7:12 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/146769581> or you can also dial in using your phone by calling 872-240-3311 and using access code 146-769-581. 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 9, 2021 Meeting Minutes**

See February 9<sup>th</sup> Minutes

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

**Review of February Director's Report**

See February 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, Jenny Patterson – aye, Janet Peabody – aye, Karen Ziemplak – aye. Approved unanimously.*

**Review of February Budget Report**

See February Budget Report for details

**Motion:** *Jeff Bard moves to accept the budget as it stands to date; Jenny Patterson second, all in favor – roll call vote: Jeff Bard – aye, Liz Cullen – aye, Jenny Patterson – aye, Janet Peabody – aye, Karen Ziemplak – aye. Approved unanimously.*

**Old Business**

Update on open status and COVID protocols

-The library increased occupancy to 50% and will enter Phase 4 later this month.

2021 Elections

-Mary-Clare and Jackie are not running for re-election.

## Ethics Training

-Completion certificates should be sent to Susan Hazen

## Library Pocket Trustee Guide

-Pam has some booklets if anyone is interested

## New Business

FY 22 Budget proposal has been accepted by the Trustees so the next step is the Selectmen and the Finance Committee.

Staff will be working on a 24 Hour hold for returned items.

## 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: Have met but will need to review the minutes at the next meeting.
- Disaster Planning: Need to meet

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 did not meet but the Staff Appreciation Gifts were Essential Oil Diffusers. They are looking into having a Garden Lecture. Jeff Bard knows someone who might be interested in giving the lecture.

**Action:** Trustees to complete ethics training

**Action:** Policy review

**Motion:** Jenny Patterson makes a motion to adjourn; Liz Cullen second. Approved unanimously.

Meeting adjourned at 7:41 PM.

Next meeting scheduled for April 20, 2021 at 7PM.