

Trustees of the Rowley Public Library
Regular Meeting – June 15, 2021, 7:00 PM – Amended 8/17/2021

Present: Jeff Bard, Glenn Blakney, Liz Cullen, Beth Enos, Pam Jacobson, Janet Peabody, Kathleen Petrowicz, Melinda Patrick

Absent: Karen Ziemiak

Guest: Matt Brown (Rowley Light Dept)

Meeting in person at the library. Meeting called to order at 7:02 pm

Welcome guests

Review of May 18 2021 regular meeting minutes

Liz motioned to accept the minutes, Glenn seconded. Approved unanimously.

Review of Director's Report & Budgets

- Pam noted that OverDrive has purchased Kanopy. Not sure what they will do with it.
- Electronic Resources includes a number of additional databases
- Looking at Assabet for meeting room reservations & museum passes online

Glenn motioned to accept the Director's Report & Budgets, Liz seconded. Approved unanimously.

Old Business:

- Update on COVID protocols and open hours
By September hoping to open 50 hours total, but for now we are open until 7PM. Library is mostly fully open now – no reservations, no one-way stacks, etc. Computers require a sign-in code. Staff mostly still is masking in public areas.
- Library of Things policy (ALA)
ALA has given the OK to limit circulation of “things” by age (over 18) based on value of items as opposed to content. Janet will follow up with Town Hall.
- Pam's HPO update: Extended until 2022

New Business:

- Library street signs
Pam has been in touch with Rowley Highway Dept. to move the signs pointing to the library, as their current placement was based on the Wethersfield Street location. Highway Dept. says they are not allowed to move signs on State Hwy 1A. We need MassDOT to approve the placement of signs. We do need one on Central pointing to right direction at the fork. Question was raised as to whether the signs still are needed (due to GPS), but we like the idea of reminding people that the library is here.
- Electric Vehicle charging station

Matt Brown spoke about the desire of the Light Dept to have a Level 2 electric vehicle charging station in the Library parking lot. Level 2 charging station (single phase) would take a while to charge a vehicle (not a quick charge). Town was recently granted green community status, and we don't have many stations in town. The parking area behind Town Hall has power available, which would help decrease with the cost of installation. No money would come to the library, all fees would go to the RMLP to defray the cost of the power and the installation. It would take up the two spaces – non EV cars could be ticketed for parking there. Currently we have 38 dedicated spaces, this would reduce us to 36. It is estimated that there are ~15 electric vehicles in Rowley at this time. RMLP would have to get an easement to use/maintain the two spaces. Timeline goal is end of the calendar year. Glenn moved to approve the RMLP proposal to install a L2 charging station for 2 parking spaces (TBD) in the Library lot. Jeff seconded. Approved unanimously.

- **Trustee possibilities**

We need one more trustee. We need to find out the process and come up with suggestions.

Subcommittee Reports

- Outreach & Special Events: Melinda found out that the people who bought Mary Bright's house are the closest "family" she had. She will follow up with them.
- Building & Grounds: Jeff did a walk-through and learned key-holder protocol. Pam has talked to Jenny Patterson about getting her key back and also status of the entry etching for service animals.
- Policy & Procedure: meeting was postponed until July
- Disaster Plan: Pam is hoping that Jenny Patterson will attend the first D-Plan meeting to explain what she accomplished and hand off the plan to the new committee.

Update from Friends of the Library

FOL met beginning of June. They have a candidate for the open Secretary spot. They are happy with their plant sale results and membership drive. Considering a fall book sale, maybe continued gardening education late summer/fall or even a spring bulb sale in the fall. Their next formal meeting will be August 4. Not sure if they are meeting in person or virtually.

Review of Action Items

- Janet will follow up with Town Hall on Library of Things
- Pam will follow up with Deb Eagan about having the Trustee vacancy posted and find out what the protocol is for having someone apply & be appointed
- All trustees will think about people to approach to apply for the trustee opening
- Update the call list for alarms
- Glenn will arrange a policy meeting

Next Meeting July 20, 2021

Meeting adjourned 8:32 PM – Melinda moved, Jeff seconded.

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, Beth Enos
Strategic Planning and Oversight	Liz Cullen, Janet Peabody, Karen Ziemplak
Policy and Procedure	Glenn Blakney, Janet Peabody
Disaster Planning	Beth Enos, Melinda Patrick, Kathleen Petrowicz