

August 17, 2021

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

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

Meeting called to order at 7:06 PM

**Review of April 15, 2021 Meeting Minutes**

See June 15th Minutes

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

**Review of July 6, 2021 Disaster Planning special meeting minutes**

Melinda motioned to accept the minutes, Beth seconded. Approved unanimously.

**Review of June and July's Director's Report & Budgets**

The reports include the year end wrap up but there will be more still coming in.

The budget is the final for fiscal year 2021.

Glenn motioned to accept the June and July Director's Reports and Liz seconded. Approved unanimously.

Liz motioned to accept the June and July Budget Reports and Jeff seconded. Approved unanimously.

**Old Business**

- Library street signs need to be approved by the MASS DOT and they are in the process of forwarding the information to the right person.
- Electric Vehicle Station - A stake is in the parking lot indicating that the project is moving forward.
- Trustees should think about and get in touch with people that would be interested in filling the vacancy.
- The Library of Things will have a form to fill out for items that might be considered unsafe for those under the age of 18.

**New Business**

- Setting regular hours for the fall - Pam had a few charts with examples of hours for the fall. We agreed that the library should be open at 9 am until 7 pm Monday through Thursday and 9 am until 2 pm on Friday and Saturday. This is not the final decision but only our opinion.
- Holiday closures were discussed and are posted on the library page under the calendar.
- Additional Hotspot devices  
We have an unlimited free plan for a year for 20 more devices. We discussed audiences that can be reached that could really use them.  
The Council on Aging, Rowley families that could use them, home schoolers.

Jeff will speak to the Guidance Counselor at Pine Grove and Beth will speak to a Social Worker.

- BOH mask policy update - Some local businesses are asking patrons to wear a mask when entering. A sign might be appropriate to patrons that states - Please wear a mask to protect our staff. A mask mandate may go into effect in the future.

### **Subcommittee Reports**

Policy and Procedure meeting - Glenn and Janet will get together this month.

Outreach and Special Events - Melinda will get in touch with someone regarding Mary Bright.

Disaster Planning - See Special Meeting Minutes - Pam will follow up.

### **Friends Meeting**

The Friends are going to have a fall book sale. The drop off date is 10/19 from 9-12 and the sale dates are 10/22 and 10/23. Yoga will be starting on Mondays in September. They are also considering another plant sale. The next meeting will be November 6th.

Action: Jeff will contact the Pine Grove Guidance Counselor regarding the Hotspots.

Action: Beth will speak to a social worker regarding the Hotspots.

Action: Glenn and Janet will have a policy meeting.

Action: Melinda will follow up on the Mary Bright Memorial

Meeting adjourned at 8:09. Jeff moved and Liz seconded.

Next meeting is scheduled for September 21, 2021 at 7PM.

Subcommittees Assignments 2021-2022	
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