

**January 17, 2023**

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

**Present:** Glenn Blakney, Jeff Bard, Jessica Felizardo, Pam Jacobson, Melinda Patrick, Janet Peabody, Kathleen Petrowicz, Terri Yannetti, Karen Ziemplak

**Absent:**, Beth Enos

Meeting called to order at 7:00.

**Welcome Guests:** we welcomed Sieglinde Aigner-Crooks, President of the Friends of the Library.

**Public Comments** - there were no public comments.

**Review of the November 15, 2022 Meeting Minutes**

See November 15th Minutes

There were some spelling errors that need to be corrected.

**Motion:** Janet Peabody motions to accept the minutes with corrections;  
Melinda Patrick seconded with corrections. Approved unanimously.

**Review of the Director's Report for November and December**

See November and December Director's Report for details.

**Motion:** Jessica Felizardo motions to accept the Director's Report for November and December. Terri Yannetti seconded. Approved unanimously.

**Review of the Budget Report for November and December**

See November and December Budget Report for details.

**Motion:** Jeff Bard motions to accept the Budget Report for November and December.  
Janet Peabody seconded. Approved unanimously.

**Old Business:**

**New server update** - still in progress but have been promised completion in the next few weeks.

**Cheney Garden** - we are moving forward with the Massachusetts Center for Native American Awareness to help with planning the garden.

**2022 Mini Survey** - the staff is still reviewing the questions

**Wish List/Capital Needs** - still in progress

**Call list & keyholder updates** - will need to be updated after the election

**Marketing Survey** - Jeff is ready to make his presentation. We will need a special meeting.

### **New Business:**

Updated Library Director Job Description - a subcommittee is needed to update it

FY 24 Budget: Capital requests - a special meeting will need to be scheduled to go over the budget.

Open Positions - there will be three open positions for Trustees on the May 23 ballot.

### **Friends of the Library:**

Siegi let us know that they had received a grant from the Institution for Savings and would be using the grant to update the storage in the Children's Library. The Friends have also been looking for programs and suggestions for the teens. Siegi really appreciates the appointment of Kathleen to be the Trustee Representative for the Friends.

**Action:** Pam will ask for an invoice from the Mass Center for Native American awareness.

**Action:** Pam will get with the staff on the mini survey to be included in the March newsletter.

**Action:** Pam will set up a special meeting to view Jeff's marketing survey.

**Action:** Pam and Glenn will update the Library Director Job Description.

**Action:** Glenn will email Terri and Janet to go over Policies and Procedures.

**Action:** All Trustees should spread the word about the open positions for the May election.

Meeting adjourned at 8:38 PM. Janet Peabody motions and Melinda Patrick seconded.  
Approved unanimously.

The next meeting is scheduled for February 21, 2023.

### **Subcommittee Assignments 2022-2023**

Performance & Compensation Glenn, Jessica
Building & Grounds Karen, Jeff
Outreach & Special Events Jeff, Beth, Melinda
Strategic Planning & Oversight Janet, Terri, Karen
Policy & Procedure Glenn, Janet, Terri
Disaster Planning Kathleen, Melinda

