

**February 21, 2023**

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

**Present:** Glenn Blakney, Beth Enos, Jessica Felizardo, Pam Jacobson, Janet Peabody, Kathleen Petrowicz, Terri Yannetti, Karen Ziemiak

**Absent:**, Jeff Bard, Melinda Patrick

Meeting called to order at 7:00.

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

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

**Review of the January 17, 2023 Meeting Minutes**

See January 17th Minutes

**Motion:** Janet Peabody motions to accept the minutes, Kathleen Petrowicz seconded. Approved unanimously.

**Review of the January 24th Policy Sub Committee Minutes**

See January 24th Minutes

**Motion:** Janet Peabody motions to accept the minutes, Glenn Blakney seconded.

**Review of the Director's Report for January**

See January Director's Report for details.

**Motion:** Karen Ziemiak motions to accept the Director's Report for January. Terri Yannetti seconded. Approved unanimously.

**Review of the Budget Report for January**

See January Budget Report for details.

**Motion:** Beth Enos motions to accept the Budget Report for January. Kathleen Petrowicz seconded. Approved unanimously.

**Old Business:**

**New server update** - working on and off for the past couple of weeks. The Children's Library computers will be coming out for the first time since Covid. Testing is being done to clear out the patron's history.

**Cheney Garden** - we are moving forward with the Massachusetts Center for Native American Awareness to help with planning the garden. A donation has been made and we are looking forward to planting in the spring.

2022 Mini Survey - this will be included in the Library's March newsletter.

Wish List/Capital Needs - Kathleen will be investigating the grants from the Institution for Savings Bank.

Updated Library Director Job Description - see action items.

Marketing Survey - Jeff is ready to make his presentation as soon as he is feeling better.

### **New Business:**

FY 2024 Budget - the trustees reviewed the handout and voted for Pam to submit the budget. Karen Ziemiak made a motion for the budget to be submitted and Janet Peabody seconded. Approved unanimously. Thank you Pam.

Policy Updates - the committee met and updated the policies. They can be found on the library's website. The Trustees unanimously approved the updates.

Open Positions - there will be three open positions for Trustees on the May 23 ballot. Please reach out to anyone who would be interested in the positions. Please direct them to the elections page for the town of Rowley. <https://www.townofrowley.net/election/events/17701>

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

Siegi let us know that they are looking for a person to fill the position of Vice President of the Friends.

**Action:** Pam will fix the Emerson deposit amount.

**Action:** Kathleen will clarify grant money from the Institution for Savings.

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

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

Meeting adjourned at 8:13 PM. Janet Peabody motions and Terri Yannetti seconded. Approved unanimously.

The next meeting is scheduled for March 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