

April 18, 2024

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

Present: Glenn Blakney, Pam Jacobson, Maggie Lemelin, Kelli Smullin, Terri Yannetti, Karen Ziemplak

Absent: Terri Davidson, Beth Enos, Jessica Felizardo, Kathleen Petrowicz

Guests: Katie Chattan - Candidate for Library Trustee

Meeting called to order at 6:00.

Public Comments - There were no public comments.

Review of the March 19, 2024 Meeting Minutes

See March 19 minutes.

Motion: Maggie Lemelin motions to accept the minutes, Kelli Smullin seconded. Approved unanimously.

Review of the April 10, 2024 Special Meeting Minutes

Policy Subcommittee

Maggie Lemelin motions to accept the minutes, Terri Yannetti seconded.
Approved unanimously.

Review of the Director's Report for March

See March Director's Report for details.

Motion: Karen Ziemplak motions to accept the Director's Report for March. Kelli Smullin seconded. Approved unanimously.

Review of the Director's Budget for March

See March Director's Budget for details.

Motion: Maggie Lemelin motions to accept the Director's Budget for March. Terri Yannetti seconded. Approved unanimously.

Old Business:

Library Director Performance Appraisal - Approve amendments to Job Knowledge and Section 9

Motion: Kelli Smullin motions to accept the corrections. Terri Yannetti seconded. Approved unanimously.

Motion: Maggie Lemelin makes a motion to request that Glenn sign with revisions to the employee performance appraisal form. Kelli Smullin seconded. Approved unanimously.

2024 Town Election - Candidates Night - The date is set for May 1st and Laura Dipersia will be the MC.

Town Meeting will be held on Monday May 6th.

New Business:

Banner Request for the Friends Book Sale

Maggie Lemelin made a motion to accept the request to display the book sale banner beginning on April 29th coming down at the conclusion of the book sale. It needs to be ten feet from the wall of the library. The Friends will be responsible for the maintenance and security of the banner. This is a one time approval. Terri Yannetti seconded the motion. Approved unanimously.

Policy Manual Review - Sections 1-6 as amended today.

Terri Yannetti makes a motion to accept and Maggie Lemelin seconded. Approved unanimously.

Happy to Chat Bench - the bench is ready to be installed and we agreed the placement should be on the side entrance to the library. Karen Ziemplak made a motion on the placement and Kelli Smullin seconded. Approved unanimously.

Action: Glenn will make the amendments to the Library Director Appraisal Form and sign the form.

Action: Pam will forward the email from Debbie Eagan regarding the informational hearing on April 29th.

Action: Pam will get with Amy and set up the Automatic Renewal System for July 1st. **Action:** Pam and Glenn will get together to research a Memorandum of Understanding between the library and the Friends of the Library.

Action: Upcoming for May - welcome new board members, update subcommittees, and start working on a new Five Year Strategic Plan.

Meeting adjourned at 7:15 PM. Terri Yannetti motions and Maggie Lemelin seconded. Approved unanimously.

The next meeting is scheduled for May 21, 2024 at 6:00 PM.

Subcommittee Assignments 2023-2024

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| Performance & Compensation Glenn and Jessica |
| Building & Grounds Karen and Maggie |
| Outreach & Special Events Terri D and Kelli |
| Strategic Planning & Oversight Terri Y and Terri D |
| Policy & Procedure Glenn, Terri Y and Maggie |
| Disaster Planning Kathleen and Karen |