

**July 16, 2024**

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

**Present:** Holly Ardito, Glenn Blakney, Katie Chattan, Terri Davidson, Pam Jacobson, Maggie Lemelin, Kelli Smullin, Terri Yannetti, and Karen Ziemlak

**Absent:** Kathleen Petrowicz

**Guests:** There were no guests.

Meeting called to order at 6:00.

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

**Review of the June 18, 2024 Meeting Minutes**

See June 18 minutes.

**Motion:** change of spelling to Seigi's name - Maggie Lemelin motions to accept the Minutes for June, Terri Yannetti seconded. Approved unanimously.

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

See June Director's Report for details.

**Motion:** Maggie Lemelin motions to accept the Director's Report for June, Kelli Smullin seconded. Approved unanimously.

**Review of the Director's Budget for June**

See June Director's Budget for details.

**Motion:** Karen Ziemlak motions to accept the Director's Budget for May, Terri Davidson seconded. Approved unanimously.

**Old Business:**

**Happy to Chat Bench** - Since the weather has been so hot the scheduling will take place when it is cooler.

**Memorandum of Understanding** - Glenn will table until August. He is still compiling information.

**Library Buildings and Grounds** -

Reference Area - some suggestions were to make it more comfortable and include power sources in the tables.

Library Grounds - the subcommittee will need to put out some bids for a landscaping service to keep the grounds well-kept.

**New Business:**

Fiscal Year 25

Discretionary Funds - See attachment

Categories of Spending - Some of the categories can be combined.

Strategic Planning Process - all the Trustees are encouraged to look over the information that Pam sent to be prepared for the September meeting.

2024 Winter Holiday Schedule - the library will close early on November 27th and be closed on November 28th and 29th. Pam will check with the employees to see how they want to handle December.

**Update from the Friends of the Library** - there were no updates.

**Action:** Pam will get in touch with the Tree Warden.

**Action:** Glenn will meet with the Policy and Procedure Subcommittee to work on the Memorandum of Understanding.

**Action:** Maggie and Karen will get together to discuss landscaping and find a municipal building inspector.

**Action:** For the September agenda

Timeline for our 5 Year Plan

Brainstorm ideas for the 20th Anniversary of the building

Meeting adjourned at 7:00 PM. Holly Ardito motions and Terri Yannetti seconded. Approved unanimously.

The next meeting is scheduled for September 17, 2024 at 6:00 PM.

**Subcommittee Assignments 2023-2024**

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