

September 17, 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: Sieglinde Aigner-Crooks, President of the Friends of the Library

Meeting called to order at 6:00.

Public Comments - There were no public comments.

Review of the July 16, 2024 Meeting Minutes

See July 16 minutes.

Motion: remove ebook action item - Maggie Lemelin motions to accept the minutes for July, Kelli Smullin seconded. Approved unanimously.

Review of the August 8 Special Meeting Policy Minutes

See attached copy of the minutes.

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

Review of the August 28 Special Meeting Planning Minutes

See attached copy of the minutes.

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

Review of the Director's Report for July and August

See July and August Director's Report for details.

Motion: Kelli Smullin motions to accept the Director's Report for July and August, Terri Davidson seconded. Approved unanimously.

Review of the Director's Budget for July and August

See July and August Director's Budget for details.

Motion: Karen Ziemlak motions to accept the Director's Budget for July and August, Terri Yannetti seconded. Approved unanimously.

Old Business:

Happy to Chat Bench - Katie Chattan has done a wonderful job of setting up a schedule and having many people available to chat during the week of September 23 - September 28th. Please see the schedule she has posted at the Rowley Library page.

Memorandum of Understanding - The draft is ready to review and the Trustees have voted to accept the draft as written.

Motion: Maggie Lemelin motions to accept the draft as written and Terri Davidson seconded. Approved unanimously.

Strategic Planning Process - Pam included a chart with a timeline. We will need to meet again. Also note that the Action Plan for fiscal year 2026 is due 12/01/2024.

Library Buildings and Grounds -

Reference Area and copier nook - The Trustees are encouraged to visit these areas and also visit neighboring libraries to come up with ideas to refresh these areas. Amy will be attending a Expo and will return with resources for furniture, etc.

Landscaping Plans - the subcommittee will get in touch with Debbie Eagan to set up the bidding process for the landscaping.

New Business:

Library Buildings and Grounds - The Trustees were brought up to date on the repairs of the sprinkler system.

Building Inspection - we still have not heard back regarding the inspection. See Action Items.

Plans for the 2025 Anniversary Celebration - Display case with memories, local authors were a few ideas brought up. The Special Events Subcommittee is looking for ideas.

Liaison to Friends of the Library - Karen Ziemplak, Terri Davidson, and Maggie Lemelin have agreed to alternate attending the meetings. Karen will attend the October 2nd meeting.

Update from the Friends of the Library - The Fall Book sale dates are - donations October 5th from 9 - 2. Book Sale October 19th from 9-2.

Siegi made a suggestion that the meeting rooms could use some chair rails. She would like us to discuss the Bird Cam for the Pollinator Garden. The Friends will also be doing the Holiday Basket Raffles.

Action: Pam will share the info from Amy for replacing the self checkout machine and furniture.

Action: Glenn will email Karen the list of landscaping plans.

Action: Glenn will forward the Memorandum of Understanding to the Friends of the Library.

Action: Karen will email the Building Inspector again to set up a time.

Action: For the October agenda

Decide on the Bird Cam for the Pollinator Garden

Timeline for our 5 Year Plan

Brainstorm ideas for the 20th Anniversary of the building

All Trustees are encouraged to spend some time in the Copier Nook.

Action: for the December meeting - go over the building budget.

Meeting adjourned at 7:10 PM. Kelli Smullin motions and Maggie Lemelin seconded. Approved unanimously.

The next meeting is scheduled for October 15, 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