

October 15, 2024

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

Present: Holly Ardito, Glenn Blakney, Katie Chattan, Terri Davidson, Pam Jacobson, Kelli Smullin, Terri Yannetti, and Karen Ziemiak

Absent: Maggie Lemelin and Kathleen Petrowicz

Guests: Sieglinde Aigner-Crooks, President of the Friends of the Library and Philip Crooks

Meeting called to order at 6:00.

Public Comments - There were no public comments.

Review of the September 17, 2024 Meeting Minutes

See September 17 minutes.

Motion: Holly Ardito motions to accept the minutes for September, Katie Chattan seconded. Approved unanimously.

Review of the October 9 Special Meeting Strategic Planning Minutes

See attached copy of the minutes.

Motion: Terri Davidson motions to accept the minutes, Holly Ardito seconded. Approved unanimously.

Review of the Director's Report for September

See September Director's Report for details.

Motion: Kelli Smullin motions to accept the Director's Report for September, Terri Yannetti seconded. Approved unanimously.

Review of the Director's Budget for September

See September Director's Budget for details.

Motion: Kelli Smullin motions to accept the Director's Budget for September, Terri Davidson seconded. Approved unanimously.

Old Business:

Happy to Chat Bench - Katie Chattan did a wonderful job of running the Meet Your Neighbor week.

Memorandum of Understanding - The Policy and Procedure Committee will set up a meeting with three members of The Friends of the Library to review the document.

Motion: Terri Davidson made a motion to agree to a meeting and Kelli Smullin seconded. Approved unanimously.

Strategic Planning Process - Pam and Terri spoke with a consultant and are waiting to receive a proposal.

Plans for 2025 Anniversary Celebration - the senior staff has some suggestions. The Special Events Committee will get together to talk over some ideas.

Buildings and Grounds - the leak and repairs are complete - still waiting to hear back on the building inspection and landscaping plans - there are two interested parties for the HVAC replacement

Bird Cam proposal from the Friends - Karen Ziemiak makes a motion to approve the Bird Cam and Terri Davidson seconded. Approved unanimously.

New Business:

Donation Account -

See attached memo from Debbie Eagan. Pam will set up a donation letter to send to Debbie.

Motion made by Kelli Smullin to accept the donation letter and seconded by Katie Chattan.

Approved unanimously.

Patron counter solution proposal - Glenn Blakney motions to accept the new proposal pending the positive references regarding the counter Pam has investigated. Karen Ziemiak seconded. Approved unanimously.

Update from the Friends of the Library - The Friends are ready for the Fall Book Sale. The Friends will also be doing the Holiday Basket Raffles but not the Cookie Walk.

Action: Glenn will contact the Friends and the Committee to set up a meeting to go over the Memorandum of Understanding document.

Action: Pam will get in touch with the Finance Committee regarding the repairs to the sprinkler expenses.

Action: Pam will set up the donation letter to send to Debbie Eagan.

Action: Pam will research patron counters.

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

Action: For the November agenda

Procedure requesting banner and access to the library for the Friends fundraisers held during non library hours.

Timeline for our 5 year plan.

Brainstorm ideas for the 20th Anniversary.

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

Meeting adjourned at 7:00 PM. Katie Chattan motions and Holly Ardito seconded. Approved unanimously.

The next meeting is scheduled for November 19, 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