

November 19, 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, Kathleen Petrowicz, Kelli Smullin, Terri Yannetti, and Karen Ziemiak

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

Meeting called to order at 6:00.

Public Comments - Logan Mysliwy presented his plans for his Eagle Scout Project involving a drop off point for the Rowley Food Pantry. He will be preparing a proposal to present to the board in December.

Review of the October 15, 2024 Meeting Minutes

See October 15 minutes.

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

Review of the Director's Report for October

See October Director's Report for details.

Motion: Terri Yannetti motions to accept the Director's Report for October, Terri Davidson seconded. Approved unanimously.

Review of the Director's Budget for October

See October Director's Budget for details.

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

Old Business:

Memorandum of Understanding - still ongoing - a meeting needs to be set up

Strategic Planning Process - The committee has decided to accept the proposal from Maura Deedy. Maggie Lemelin motions to accept the proposal and Terri Yannetti seconded. Approved unanimously.

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 -

Karen is still waiting to hear back from the Building Inspector for a date to do the inspection.

Landscaping - PJC treated the lawn for grubs. We are looking for a landscaping company that

can service the entire library grounds.

HVAC - Per the town we need three bids and they are preparing the proposals.

Patron Counter - Pam has chosen one that has great reviews. The proposal was a little higher but based on the reviews the board decided to approve the quote.

Karen Ziemiak made a motion to approve the purchase and Terri Davidson seconded. Approved unanimously.

New Business:

FY 26 Action Plan has been approved. Terri Davidson made a motion to accept the plan and Holly Ardito seconded. Approved unanimously.

Banner Policy - No banners will be hung without the specific approval of the Board of Library Trustees - not the Library Director or the staff.

Reports from Subcommittees

Policy and Procedure - the staff has requested the committee to set up a procedure for them to use regarding programming.

Update from the Friends of the Library - Siegi has decided to resign as the President of the Friends effective February 2025.

The Friends will not be holding their Basket Raffle Fundraiser this year.

Action: December agenda - Logan's Eagle Project

Action: December meeting - go over the building budget.

Action: Outreach and Special Events Committee will set up a meeting to go over the 2025 Celebration.

Action: Policy and Procedure Committee will set up a meeting regarding Programming policies.

Action: Pam will research other library procedures regarding Programming policies.

Action: Karen will attend the December 4th meeting of the Friends of the Library.

Action: Pam will look into purchasing new mats and a runner for the library inside entrances.

Meeting adjourned at 7:00 PM. Holly Ardito motions and Maggie Lemelin seconded. Approved unanimously.

The next meeting is scheduled for December 5th (Eagle Project) and January 21st.