

**January 21, 2025**

**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

Meeting called to order at 6:00.

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

**Review of the November 19, 2024 Meeting Minutes, Special Meeting December 5, 2024 and Special Meeting December 12, 2024.**

See minutes.

**Motion:** Kelli Smullin motions to accept the minutes and Terri Davidson seconded. Approved unanimously.

**Review of the Director's Report for November and December**

See November and December Director's Report for details.

**Motion:** Karen Ziemiak motions to accept the Director's Report for November and December, Katie Chattan seconded. Approved unanimously.

**Review of the Director's Budget for November and December**

See November and December Director's Budget for details.

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

**Old Business:**

**Buildings and Grounds** -

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

HVAC - The Town has two very reasonable quotes and is waiting for finalization.

Landscaping - Karen will contact Sara Bourque to get a proposal for landscape design.

**Strategic Planning Process** - The proposal has been accepted. The next step is to set up a meeting and a timeline.

**New Website** - This should be a joint venture between the Trustees and the Staff. The Staff should go through the content of the current website to help to see what they would like in a new one. The Trustees are encouraged to preview other websites also.

### **New Business:**

Town Elections - Glenn Blakney and Karen Ziemplak are up for reelection. Terri Yannetti has decided to not run.

Ethics Training - check your status

Candidates Night - the date is to be determined.

Suggestion Box - Terri Davidson presented the idea of a Suggestion Box for the library patrons to have an anonymous way to make recommendations for the library.

Budget Cycle - the budget was discussed with technology, storage, increase in utilities and supplies being in the forefront.

### **Reports from Subcommittees**

Policy and Procedure - all updated policies need to be collected and published.

Events and Outreach - they are making plans for the Anniversary celebration.

**Update from the Friends of the Library** - Siegi has decided to resign as the President of the Friends effective February 2025. They are looking to fill the vacancy on the board. The next Friends meeting is February 5, 2025.

**Action:** Karen will meet in person with the building inspector.

**Action:** Karen will get in touch with Sara Bourque for a landscape design.

**Action:** Pam will share the original website proposal.

**Action:** Kelli will assemble a suggestion box.

**Action:** Glenn, Pam and Terri Y will meet to go over documents and policies.

**Action:** Katie will create a playlist for the Anniversary celebration.

**Action:** All Trustees should preview websites for likes and dislikes

**Action:** If you know anybody who would be interested in becoming a Trustee please have them take out nomination papers.

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

The next meeting is scheduled for February 18, 2025.

**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