

**August 19, 2025**

**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 and Karen Ziemplak

**Absent:** Jeanne Sanviti-Masher

**Guests:** there were no guests

The meeting was called to order at 6:00.

**Public Comments** - there were no public comments

**Review of the June 17, 2025 Meeting Minutes**

See June 17 minutes.

**Motion:** Kelli Smullin motions to accept the minutes and Katie Chattan seconded. Approved unanimously.

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

See June and July Director's Report for details.

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

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

See June and July Director's Budget for details.

**Motion:** Terri Davidson motions to accept the Director's Budget for June and July, Maggie Lemelin seconded. Approved unanimously.

**New Business:**

D- plan plan - Glenn gave us an update on the work he has been doing for disaster planning.

Happy to Chat - Good Neighbor Day is September 22-25. Katie has 66 invites she will be sending out this week.

Logo Design Review - Pam presented a few but we would like to look at some more ideas. Agreed that the Sub Committee can make the final choice.

**Old Business:**

**Library buildings and grounds**

Update on Sprinkler - the air compressor is being replaced and to add a low-air warning alarm. The low-air alert signal will be hooked into the fire alarm system.

Update on Landscaping - none we are still awaiting the Cheney Garden fence removal.

HVAC - ongoing - still waiting on proposals from two vendors  
Strategic Planning - The consultant will be in touch next week.  
Website Update - The new logo was part of the update. It is in process.

**Reports from Subcommittees**

Policy Review - needs to be put in order  
Review of Current Action Plan - postponed because of Strategic Planning  
Library Director Evaluation - Glenn will finish

**Update from the Friends of the Library** - there was no update

**Action:** Glenn will create a disaster plan phone number list

**Action:** Schedule keyholders training and an additional walkthrough to prepare for disaster plan

**Action:** Katie will send out the invitations for the Happy To Chat talks

**Action:** By the September meeting Pam will have the policy review completed

**Action:** Glenn will share the MOU and related FOL comments to Maggie

**Action:** Glenn will finish the Library Director Evaluation

Meeting adjourned at 7:10 PM. Maggie Lemelin motions and Holly Ardito seconded. Approved unanimously.

The next meeting is scheduled for September 16, 2025.

**Subcommittee Assignments 2024-2025**

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