

September 16, 2025

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

Present: Holly Ardito, Katie Chattan, Terri Davidson, Pam Jacobson, Maggie Lemelin, Jeanne Sanviti-Masher, Kathleen Petrowicz, Kelli Smullin and Karen Ziemplak

Absent: Glenn Blakney

Guests: Sieglinde Aigner-Crooks

The meeting was called to order at 6:00.

Public Comments - there were no public comments

Review of the August 19, 2025 Meeting Minutes

See August 19 minutes.

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

Review of the Director's Report for August

See August Director's Report for details.

Motion: Karen Ziemplak motions to accept the Director's Report for August, Maggie Lemelin seconded. Approved unanimously.

Review of the Director's Budget for August

See August Director's Budget for details.

Motion: Maggie Lemelin motions to accept the Director's Budget for August, Kelli Smullin seconded. Approved unanimously.

New Business:

Policy compilation review - not completed yet

Keyholder walk through and safety survey

Cleaning service will need to be hired

Fire inspection report - safety steps need to be completed

New shed needs to be purchased

Weeds and shrubs need trimmed - volunteers were discussed to tidy up but no power tools are to be used. Siegi will help with the weeding.

Old Business:

Library buildings and grounds

Update on Sprinkler - the air compressor installation is complete and the Fire Department will

get a notification if there is a drop in air pressure from a leak or a triggered sprinkler head.
Update on Landscaping - none we are still awaiting the Cheney Garden fence removal and Sara's plans.

HVAC - we have two proposals. The cost is over the money budgeted but there are rebates that could be rewarded.

Karen Ziemiak made a recommendation to release funds from the Meg Muni Fund for the balance of the HVAC not to exceed \$30,000.00

Holly Ardito made a motion to release the funds and Maggie Lemelin seconded.

Approved unanimously.

Strategic Planning - The committee went over the survey results and Pam will be getting in touch with Maura. The next meeting is October 3rd. December 16th is the target date for completion.

Website Update - The Trustees reviewed more logos and are awaiting another round of designs.

Reports from Subcommittees:

Outreach and Events - There have been 23 RSVP's for the Happy to Chat bench "Meet Your Neighbor" which is happening September 22 - 25.

Library Director Evaluation - will be finished next month.

Update from the Friends of the Library - Saturday, September 20th is the first drop off and sorting for the Fall Book Sale. The next drop off and sort will be October 4 from 9-12. The Fall Book Sale will be held October 17th from 5:30 - 7 for Friends donors and October 18th from 9 -2 for the general public.

Action: Strategic Planning will be meeting on October 3rd. Pam will send an email reminder to Maura to send the information so it can be reviewed by the committee before the meeting.

Action: Need to find a new keyholder.

Action: Need to find a new secretary.

Action: Need to finish the Policy Report.

Action: Glenn will finish the Library Director Evaluation

Action: The Trustees are encouraged to seek out new candidates as two trustees are retiring.

The meeting adjourned at 7:30 PM. Kelli Smullin motions and Terri Davidson seconded.
Approved unanimously.

The next meeting is scheduled for October 21, 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