

October 21,2025

Trustees of the Rowley Public Library meeting minutes

Present: Glenn Blakney, Katie Chattan, Pam Jacobson, Maggie Lemelin, Kathleen Petrowicz, Jeanne Sanviti-Masher, Kelli Smullin

Absent: Holly Ardito, Terri Davidson

Guests: Jeanette Pomeroy and Sieglinde Aigner-Crooks

(1) The meeting was called to order at 6:05 PM.

(2) Public Comments: None

(3) Review of the Rules of Order & meeting expectations

Postponed until a later meeting when all Trustees are present.

(4) Review of the September 16, 2025 meeting minutes:

Jeanne's proposed edits to the Trustees mission statement were not included in the minutes, but we'll address as an agenda item at an upcoming meeting.

Updated policy documents from Pam are forthcoming.

Motion: Maggie Lemelin made a motion to accept the minutes and Katie Chattan seconded. Motion accepted unanimously.

(5) Review of Library Reports & Budget

Motion: Katie Chattan made a motion to accept the Director's report for September and Maggie Lemelin seconded. Motion accepted unanimously.

(6) New business:

- Secretary: Ideally, someone will volunteer to step into this role by the November meeting.
- Library page ethics disclosure: Offer made to Maura Shinnick who is the daughter of Library Technician Michelene Shinnick. Maura was an excellent candidate for the position. Pam will file an ethics disclosure (a formality) and is waiting on filing instructions from Deb Eagan.
- Impact of the closure of the library's main book ordering vendor, Baker & Taylor: This has caused some chaos, as the company's announcement was unexpected across the industry and resulted in near-immediate cessation of services. The staff was caught off guard but is getting accustomed to new ordering channels for the library.

(7) Old business:

Key notes on the library building:

- The 22 year-old dishwasher needs replacement. Estimate cost is \$900.
- Microsoft stops supporting Office 2019 soon. We can continue to use our Office 2019 applications, but the longer we do, the more risk we assume if/when there are technical problems. Options have been identified including a move to open-source software. Katie asked how many computers this affects and Pam responded that all 14 public and 7 staff machines run Office 2019 applications. Katie recommended continuing with updated version of Office for the public machines as a service to the public who often utilize library computers for Office skills training. No decisions made and this topic will be discussed further in upcoming meetings.
- HVAC: The Selectmen will sign the contract for a new system. We (Trustees/Library) will front a bit of the money and will be reimbursed via rebates. The work must be done within 6 months of signing the contract. Parties agreed on a timeline of Spring 2026 when warmer temps will mitigate the impact of downtime of the HVAC system during open library hours. In the future we'll need a maintenance contract and precedent is that the library pays for that contract.
- Cleaning service: There's a need for more frequent thorough cleaning throughout the building beyond the current levels that our custodial arrangement of 12 hours/week provides. The group discussed several options for contracting with an outside vendor, using the provided pricing options as benchmarks.
 - o Motion: Katie Chattan made a motion for Pam to contact area libraries for feedback on their cleaning services and use her discretion to hire a monthly service through the end of this fiscal year. Pam will inform the Trustees which account will fund the cleaning expenses. Jeanne seconded. The motion passed unanimously.
- Keyholder: Holly Ardito is planning to take over Glenn's key. Pam will coordinate with Holly to complete the building certification session. We will need one additional Trustee to volunteer as keyholder.
 - o Info for potential keyholders: the security alarm rarely goes off. The Fire alarm is more common, requiring keyholder(s) to report to the building alongside town services (firefighters/police officer/etc). There haven't been recent instances.
- Strategic Planning Update: A November meeting will be scheduled with Maura Deedy and the subcommittee. Topics will include identifying key stakeholders to engage with, reviewing the report draft, exploring thematic areas to explore as strategic priorities.
- Fire Dept. inspection report: To be addressed:
 - o New shed: storage needed for 12' ladder and other items suited for storage outside the library building. Ideas include hiring a carpenter, purchasing a pre-built shed, or partnering with one of the Vocational schools. Action item: Glenn will investigate options.

- Cleaning out the mechanical room: Pam will instruct Richard to clean up the storage and mechanical rooms.
- Fire extinguisher needed for the large meeting room kitchenette: Pam will ask Fire Dept. for a recommendation.
- Website update/Logo design review
 - The group reviewed all the updated designs and identified the most popular two for Pam to bring back to the designer for the final round.

(8) Subcommittee updates:

- Happy to chat review: a big hit! Guests were appreciative. The outside experience was better than inside, but the chats occurred even on the rainy days.
- Policy: Library Director evaluation has been signed and Glenn will bring to Deb tomorrow.

(9) Update from Friends of the Library

- Friends' president, Sieglinde Aigner-Crooks, provided a Fall Booksale recap: \$1345 was raised over 6.5 hours. A huge quantity of books were donated. Donations came in after the 2 sorting days, so people were sorting during the day of the sale. Sourcing volunteers remains a challenge. Leftover books are being picked up Thursday AM.
- Of note, Sieglinde announced that she will not run again when her term is up in June 2026. She will help source, train, etc. and encouraged helping identify candidates for the position. The Friends' portfolio is currently worth \$160K. The group thanked her for her dedication, expertise, and hard work.

(10) Action item review

- Glenn will investigate options for a new shed.
- Glenn to bring Library Director evaluation to Town Hall.
- Pam will instruct Richard on maintenance and storage area clean up.
- Pam will follow up with Fire Dept. about extinguisher
- Pam will provide design feedback on the new logo to the designer.

(11) Adjournment: At 7:22 PM, Kelli Smullin made a motion to adjourn the meeting and Maggie Lemelin seconded. All voted in favor unanimously.

Submitted by Jeanne Sanviti-Masher