

Trustees of the Rowley Public Library

Meeting Minutes

November 18, 2025

Present: Glenn Blakney, Katie Chattan, Pam Jacobson, Maggie Lemelin, Kathleen Petrowicz, Jeanne Sanviti-Masher, Kelli Sullin, Holly Ardito, Terri Davidson, Ellen Barrett

Guests: Jeanette Pomoroy, Sieglinde Aigner-Crooks

Meeting called to order at 6:00PM

Review of Rules of Order and Meeting Expectations

Public Comment: None

Review of Minutes of the October 21, 2025 Meeting

Motion: *Katie Chattan makes a motion to accept the meeting minutes as amended, Kelli Smullin seconds. Approved Unanimously*

Review of Library Reports

Motion: *Katie Chattan makes a motion to accept the Library Reports. Jeanne Sanviti-Masher second. Approved Unanimously.*

Review of Budget Report

Motion: Holly Ardito makes a motion to accept the November Budget Report, Katie Chattan seconds. Approved Unanimously.

New Business

Welcome to New Members

Election of Secretary

Discussion centered around sharing the role of Secretary, that we would each take a turn serving as Secretary and assisting with meetings as needed.

Keyholders

Holly Ardito and Jeanne Sanviti-Masher agreed to be a key holder. Holly received a key.

Subcommittee Assignments

Ellen Barrett has agreed to join the following committees:

Outreach and Special Events and Performance and Compensation

Signature approval process for warrants and payroll

Discussion on whether the Trustees should be required to sign off on payroll and bills and the complicated process and heavy texting we have used previously.

Motion: *We will change our procedure to allow the Library Director to sign off on the bills and payroll. Katie Chattan makes a motion. Terri Davidson seconded. Approved Unanimously.*

Off budget items under consideration – adhoc committee or working group to review

The distribution of funds from the discretionary funds and bequests are at the direction of the Trustees. We will create an adhoc committee to discuss the best way to handle these types of expenses.

Old Business

Approval of policy manual sections 1-11

Motion: *Kelli Smullin makes a motion to approve the policy manual sections 1-11. Katie Chattan seconds. Approved Unanimously.*

Proposed Mission Statement Amendment

The Board had a brief discussion on grammar and suggested adjustments. The Board opted to refer the review of the Mission Statement to the Policy and Procedures subcommittee.

Subcommittee Updates

Library Building and Grounds

Update on the HVAC replacement amendment

The final figure came in higher than the \$30,000 previously approved by the board. Project is now coming in just under \$35,000.

This will eventually be reimbursement from National Grid for the full amount of this project.

Motion: *Katie Chattan makes a motion to amend the previous authorization for the HVAC project of \$30,000 to allow up to \$36,000 to be allocated for the project.*

Cleaning Service

Funding was previously approved. Pam Jacobson is getting new competitive pricing. We are leaning towards cleaning twice a week.

Carpet Cleaning

Carpet Cleaning is scheduled for Friday, December 12th with reassembly the morning of Saturday, December 13th at 8:00 AM

New Shed

Glenn has priced out some shed replacement options. Maggie noticed the shed at the former Parker River School and will ask the owner if that shed might be donated or sold to the library.

Strategic Planning

Our consultant has another round of three or four interviews planned with key members of the community.

We have gotten feedback from the community forums but will share when complete.

Website and Logo

Discussion around the current flower logo options. The Board selected the "flower/window" on Flower 1.

Motion: *Glenn made a motion to accept the logo on the left side of Flower 1 page. Katie Chattan seconded. Unanimously approved.*

Update from the Friends of the Library

The Chili cookoff raised \$700. The Friends will fund the wreaths on the building again this year.

Glenn thanked Kelli Smullin for her years of service on the board and wished her the best in her new endeavors.

Review of Action Items

Action: Holly Ardito will be the note taker for the December and January meetings.

Action: Maggie Lemelin will create a template for the meeting minutes for future use.

Action: Pam Jacobson will add the Secretary appointments for February and March to the January 2026 agenda.

Action: Jeanne and Pam to schedule time to review the facilities procedure and systems.

Action: Glenn Blakney, Katie Chattan and Maggie Lemelin will serve on the ad hoc budget review committee. Meeting time TBD

Action: The Mission Statement revisions will be sent to Policy and Procedure subcommittee for review. Meeting time TBD

Action: Carpet Cleaning breakdown and set up is scheduled for December 12 and 13. Please let Pam know if you are available to help.

Action: Maggie to reach out to Jen Shaw-Rita to ask if they might be willing to donate or sell the shed they have on the old Parker River School property.

Meeting adjourned at 7:37 PM

Submitted by Maggie Lemelin