

**Trustees of the Rowley Public Library**  
**Meeting Minutes**  
**12/16/2025**

**In Attendance:** Glenn Blakney, Katie Chattan, Pam Jacobson, Holly Ardito, Jeanette Pomoroy, Kathleen Petrowicz, Jeanne Sanviti-Masher, Ellen Barrett

Absent: Maggie Lemelin, Terri Davidson

Meeting was called to order at 6:01pm.

Introductions and welcome to new members

Public Comments: None

Review of November 18, 2025 Minutes:

Ellen asked for clarification on the ad hoc committee discussed under the Action Items. Response was that it was a group set up to review several small budget items – things that require money and where it will come from – and subsequently make recommendations to the board.

Pam clarified, under the Friends Update, the funding was for 4 wreaths on the building – not a wreath-making class.

Under Review of Library Reports, strike “& Budget”.

**Motion** to accept the minutes with above revisions was made by Jeanne and seconded by Ellen. *Passed unanimously.*

Review of Library Reports:

Hoopla and Kanopy just started being counted separately.

Overdrive is counted with circulation. Hoopla, Kanopy and Freegal are counted under e-content.

We have fallen behind on ordering and shipping due to prior vendor going bankrupt. We are transitioning to Ingram who is scaling up for the upswing in business.

Parking lot is now lit up

Carpet cleaning is completed.

**Motion** to accept the Director’s Report was made by Katie and seconded by Jeanne. *Motion passed unanimously.*

Budget Review:

The Finance committee asked why we are already halfway through our budget. The reason is that many of our expenses happen in the beginning of the year. Also, we have had many building expenses. We will request \$10,000 emergency transfer from the Finance Committee.

The recent carpet cleaning is not yet reflected in the financial statements.

The HVAC contractor has ordered the equipment and is planning for a February/March installation. First they will send electricians to install the support infrastructure. The system will be Dual Fuel, i.e., some electric and some gas. This Utility costs will need to be considered in next year's budget ~~so that we can distribute expenses between electric and gas.~~

**Motion** to accept the budget report was made by Holly and seconded by Katie. *Motion passed unanimously.*

*Conversation About Budget and Accounts:*

Donations are used for tea and snacks at events. This is separate from Friends donations.

Restitution is net zero.

Revolving fund: copies, fax, printing.

Municipal Funds: State aid because we are certified by the Board of Library Commissioners.

Emerson Trust Fund: Benefits a few organizations in town.

Jewett Building Fund: Family are still big contributors. Not a restricted fund.

Bishop Bequest: equipment, materials and to be open more hours.

Some accounts are interest bearing.

General bequest can possibly be rolled into an interest bearing fund.

We can invite the town treasurer to come explain the various accounts sometime.

Assistive Sound System: Capital Item; there was a hearing loop in 2020 budget, but was never installed because the library was closed due to the pandemic.

Another document in the packet talks about what accounts might be purposed needed funds going forward.

**NEW BUSINESS**

### Budget Subcommittee Recommendations:

1. Cleaning Company – Citywide – to be funded by Emerson Trust. Richard currently cleans 12 hours a week, but it is not enough and it competes with his other responsibilities. Original consideration was 1x/month but have learned that it's more cost-effective to do 3x/week. Richard will still do handy work.

**Motion** made by Glenn and seconded by Ellen to authorize Pam to engage with Citywide to sign a contract for cleaning 3x/week for 12 months, funded from the Emerson account. *Motion passed unanimously.*

If we decide to continue beyond the contract we will try to get it into the operating budget for next year.

2. Use Emerson Fund for adult programming. Emerson has often been used for adult programming, e.g., the summer concert series. It was also used for the new website and the strategic planning consultant. These projects were approved in the last fiscal year. Friends funds \$10,000 per year specifically for youth programming.

**Motion** made by Glenn and seconded by Katie to authorize Pam, as director, to use Emerson to fund adult and youth programming. *Motion passed unanimously.*

3. Refreshments come out of donations account. It works fine until we run out of money.

**Motion** made by Glenn to authorize library staff, at directors direction, to fund refreshments out of donations account. *Motion passed unanimously.*

4. Building Repairs – items include a chair rail, rotten trim, birds nesting in columns, painting the Salt Marsh room. Neil Butler is preparing a quote. Friends may contribute to some of the projects.

**Motion** made by Glenn and seconded by Katie to move \$5,000 from Jewett fund to use for building repairs. *Motion passed unanimously.*

### **OLD BUSINESS**

1. Subcommittee assignments – Jeanette will take Karen's slots on Building & Grounds and Disaster Planning.
2. Key Holders – Jeanne is now official. She will be first on the call list and Holly second.
3. Proposed Mission Statement update – will likely be included in Strategic Planning work
4. Fire Department Inspection – Items need to be addressed or we will not pass next year. Karen was taking the lead, but she is no longer on the committee. Pam will find out from the fire department what needs to be done and when.
5. Landscaping – also was being done by Karen. Will refer to Building subcommittee, though probably nothing to do until spring.
6. Strategic Planning – draft report is available. Will present to staff in January for input.
7. Brand Guide – included in this month's packet.

Ellen asked: Are subcommittees subject to open meeting laws? Pam clarified: If it's a working group centered around a task then it is not. Subcommittees bring results of their meetings back to this group to vote on.

Friends Update: No update.

### **ACTION ITEMS**

**Action:** Pam to bring name cards to future meetings

**Action:** Pam to project report in future meetings

**Action:** Pam to ask HVAC vendor what our expectations should be for utility costs with the new hybrid system so we can properly budget between gas and electric

**Action:** Pam to get data on professional development expense so we can determine a cap amount to prior authorize

**Action:** Pam to ask Maura if mission statement is included in the strategic planning report

**Action:** Pam to talk to fire department about what's needed to pass inspection

**Action:** Pam to ask hand guy what it would take to move the fire extinguisher from the tech room into the meeting room

**Action:** Pam to update call list

**Motion to adjourn was accepted.**

Meeting closed at 7:43pm