

Trustees of the Rowley Public Library
Meeting Minutes
1/20/2026

In Attendance: Glenn Blakney, Katie Chattan, Pam Jacobson, Holly Ardito, Jeanette Pomeroy, Kathleen Petrowicz, Jeanne Sanviti-Masher, Ellen Barrett, Maggie Lemelin, Terri Davidson

Meeting was called to order at 6:01pm.

Call to Order

Maggie volunteered to take minutes at the February and March meetings

Holly volunteered to attend the Friends meeting on February 11

Public Comments: None

Review of December 16, 2025 Minutes:

The minutes will be revised to clarify 2 items:

1. The HVAC consideration for next year's budget is that the new hybrid system will use both gas and electric. Action items will also be updated accordingly, i.e., that Pam will try to better understand the impact on both expenses.
2. Two motions on Page 3 will be updated to indicate that they passed unanimously.

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

Follow-up on Past Action Item: Maggie reported that she spoke to Jen, from Parker River, regarding the shed outside their building. She will let us know if they plan to remove it.

It was agreed that future agendas will include updates on past action items with review of the minutes.

Review of Library Reports & Budget

State released funding for our capital items. We have until June 30 to spend it. \$10k in state earmark, but we need to spend \$14k. Friends have expressed an interest in participating and will likely discuss at their next meeting.

Repairs include additional cabinetry and counter in children's room. Some additional incidentals, e.g., electrician to move outlet, are not included in the \$14k estimate.

Some programs are reaching capacity. From now on, pre-registration will be required for all programs.

Motion to approve the director's report was made by Maggie and seconded by Terri. *Passed unanimously.*

Pam shared that, because we are overspent for the first half of the year, she is going to ask the Finance Committee for a \$10k mid-year transfer from the emergency fund. Budget situation is mostly due to new alarm on sprinkler system, new dishwasher and replacement of parking lot lights.

Motion to approve the director's budget report was made by Katie and seconded by Jeanne. *Passed unanimously.*

NEW BUSINESS

Patron Counter Demo: Pam gave a demo of the new patron counter system. The system has a dashboard which reports on key metrics and trends in library visitors.

Warrant Approval Procedures: Pam put a question out to the Listserve on how other libraries handle expense approvals. At other libraries, the director is able to sign off on operating budget expenditures. We have started allowing Pam to approve operating expenditures and payroll, but there's still an open question about discretionary accounts.

The committee agreed to vote on preferred policies and have them reviewed by town counsel. A list for each fund of its purpose, maximum spending allowed and/or frequency to review. A subgroup will create the list.

Motion made by Glenn to direct the policy subcommittee to provide options for the new warrant procedures for discretionary accounts to be discussed and voted on by full board. Seconded by Holly. *Passed unanimously.*

Katie asked to join the discussions.

Because it is a standing subcommittee, it is subject to Open Meeting Law. Pam will schedule meeting and post it.

Library Director Contract Renewal: Pam is starting to plan for the FY 27 budget and her contract will be up for renewal. The process begins with her indicating that she wants to negotiate a contract. Conversation starts with this board and then goes to selectmen. She is currently gathering salary info from peer libraries.

OLD BUSINESS

1. Fire Inspection Report – Quote for fire extinguishers was high. Pam is going to ask FD if it's acceptable to use the smaller ones on a bracket like they have in the town hall. She will also get clarification from FD on specifically what's needed, e.g., "general obstructions".
2. Carpenter Project – quote from builder was reviewed. A budget of \$5k has been approved, so we will move forward with the chair rail, inside rooms and interior painting.
3. Strategic Planning Update – team has been through 3 drafts of the plan, and recently presented to the library staff for input. Also doing some work on a new mission statement. Kudos to Stephanie who has been a valuable addition to the team.
4. Website Update – The board reviewed a mockup of the wireframe and logo. Terri suggested that they consider using more color. It was also expressed that we should review the proposed wireframe of the mobile site.

Reports from Subcommittees: None

Friends Update: No update

ACTION ITEMS

Action: Pam to schedule meeting of the policy subcommittee (plus Katie) and post it.

Action: Pam to do a salary survey of library directors.

Action: Pam to share copy of her prior contract.

Action: Pam to ask Richard to install brackets on the building to store the 12-ft ladder.

Action: Pam to ask Fire Department for clarification on outstanding items and also whether the smaller fire extinguisher would be acceptable.

Action: Pam to schedule work for 5 items from contractor’s quote.

Action: Terri to send example of a website with more color.

Action: Glenn to schedule meeting of performance and compensation committee.

Action: Future agendas will include review of action items at beginning.

Motion to adjourn was accepted.

Subcommittee Assignments 2025-2026
Performance & Compensation Glenn, Ellen and Katie
Building & Grounds Holly, Jeanette and Maggie
Outreach & Special Events <u>Terri</u> , Ellen and Katie
Strategic Planning & Oversight Jeanne, <u>Terri</u> and Holly
Policy & Procedure Glenn, Jeanne and Maggie
Disaster Planning Glenn, Kathleen and Jeanette