

**Rockland Memorial Library**  
**Board of Library Trustees**  
**Wednesday, February 9, 2022**  
**Meeting Room**  
**Minutes**

TOWN CLERK, ROCKLAND  
JAN 28 '22 PM 1:48

Library Trustees present: Carol Mahoney, Chair; Jack Ward, Vice Chair; Janet Cann, Secretary; Ken Zbyszewski, Treasurer; Danielle Biggins

Library Trustees absent: Carol Cahill

Library Director present: Liz MacNeil

**1. Call to Order**

Meeting called to order by Chair at 6:00 pm

Approval of Minutes from January 12, 2022

Motion to approve minutes as written by J. Ward; seconded by K. Zbyszewski

J. Ward – yes

D. Biggins – yes

J. Cann – yes

C. Mahoney – yes

K. Zbyszewski - yes

Next meeting: Wednesday, March 2, 2022

**2. Employment Contracts and Salaries**

Doug Lapp and Stacy Callahan were present to answer questions on their request to eliminate the three individual contracts currently in place between the Board and Library employees. Although the Board has a right to keep the contracts in place, the Town is seeking more control over budgeting salaries. Contracts with employees in other departments have largely not been renewed, and have been replaced by appointment letters that outline individual employees' benefits.

The Board will hold an additional meeting on Wednesday, March 2, to continue its discussion of this question.

**3. Reports**

**Director's Report**

- Circulation of physical items continues to increase from 2020 numbers, and use of downloadable items remains steady
- WIC continues to use the meeting room on Wednesdays
- Book group meetings and storytimes still taking place in person
- Take-and-make crafts still being distributed
- Most meetings being attended by staff are virtual at the moment

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**Financial Report**

- Roughly 63% of the way through the fiscal year, overall spending is at 60%

**Treasurer's Report**

- January beginning balance \$122,713.34; \$31.14 earned in interest
- Ending balance \$122,228.43, with \$5,630.62 available for expenditure
- \$100 donation was deposited on 1/14, but may not have been transferred from the General Fund yet

**4. Schedules of Departmental Bills Payable**

- Summary sheets reviewed by Trustees

**5. Annual Report to the Town**

- Text of Library section distributed
- Process for reviewing and submitting report will be revisited next year

**6. Report on Library Director's Evaluation**

- Will be addressed at March 2 meeting

**7. COVID Update**

- Board of Health mask mandate for Town meeting rooms may be lifted at next meeting

**8. Building Updates**

- Workroom – Furniture has been ordered and should arrive in March, barring supply chain problems
- Bathrooms/Drainage – Bathrooms were closed for parts of two days in January (once while a backup was cleared and once while drains were being scoped)
- Discussion of whether building should close when bathrooms aren't available: Liz notifies Town Hall in writing when this happens, and will copy C. Mahoney on these emails going forward

**9. Strategic Planning Update**

- Liz will get in touch with MBLC and have an update for next meeting

**10. Information and Upcoming Meetings**

- Friends Division Planning Meeting at 6:30 on Tuesday, February 22, via Zoom
- Friends program: Whale Tales, Part 1 Wednesday, February 23, via Zoom

**Adjournment**

Motion to adjourn made by K. Zbyszewski; seconded by D. Biggins

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C. Mahoney – yes

J. Ward – yes

D. Biggins – yes

K. Zbyszewski – yes

J. Cann – yes

Meeting adjourned at 6:55 pm

List of Documents:

1. Minutes of January 12, 2022
2. Director's Report
3. Financial Report
4. Treasurer's Report
5. Schedules of Bills Payable – Summary of Expenses
6. 2021 Library Annual Report
7. Library Director Contract 2020-23
8. Reference Librarian Contract 2021-22
9. Youth Services Librarian Contract 2020-22
10. Professional Staff Salary Scale FY19-22
11. Town Organizational Chart from 2003 Financial Management Review

✓ Approved as written on March 9, 2022

