

**Rockland Memorial Library**  
**Board of Library Trustees**  
**Wednesday, March 8, 2023**  
**Meeting Room**  
**Minutes**

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

Library Director present: Liz MacNeil

**1. Call to order**

Meeting called to order by Vice Chair at 6:02 pm

Approval of Minutes from February 8, 2023

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

Vote unanimous (D. Biggins and K. Zbyszewski were absent in February and abstained)

Next meeting: Wednesday, April 12, 2023

**2. Reports**

**Director's Report**

- Total circulation increased 8% from February 2022 to February 2023, not including OverDrive numbers (which aren't available yet)
- Museum pass usage increased in February, probably as a result of school vacation
- Children's Room was closed for one evening shift in February
- Fire alarms were inspected and old smoke detectors were replaced in February
- Automatic door at main entrance was serviced in February

**Financial Report**

- Roughly 69% of the way through the fiscal year, spending is on track at 69%

**Treasurer's Report**

- February beginning balance was \$123,212.18
- Interest earned was \$151.32
- Ending balance \$123,363.50
- Total amount available for expenditure was \$6,796.83 at end of February

**3. Review of Schedules of Department Bills Payable**

- Summary sheets were reviewed by Trustees

**4. New Business**

- 2023 Holiday closures: Motion to close 12/24 (for energy savings) and 12/26 (in exchange for 11/24) made by J. Cann and seconded by K. Zbyszewski; vote unanimous

**5. Old Business**

**Rockland Memorial Library**  
**Board of Library Trustees**  
**Wednesday, March 8, 2023**  
**Meeting Room**  
**Minutes**

- Strategic Planning: Planning Committee met before tonight's meeting and is working on revising priorities based on focus group and survey input; draft of plan will be ready for review by Board in May
- FY24 Budget: Town Administrator recommends increases to non-union staff salaries for FY24 to Finance Committee, based on study of salaries in area libraries; waiting for Finance Committee review
- Collection Development Policy Review: Draft revision will be ready for review in April and vote in May
- Building Updates:
  - No drainage issues to report recently
  - Liz met with D. Lapp, J. Constable, D. Taylor, and building envelope consultant on 2/13; consultant agrees that continuing foundation waterproofing makes sense, and that Union Street stairs are possible source of water in children's room
  - D. Taylor says waterproofing and bathroom work should start soon and be completed before summer

**Adjournment**

Motion to adjourn made by C. Cahill; seconded by K. Zbyszewski

Vote unanimous

Meeting adjourned at 6:37 pm

List of Documents:

1. March 2023 Meeting Agenda
2. Minutes of February 8, 2023
3. Director's Report
4. Financial Report
5. Schedules of Bills Payable – Summary of Expenses

✓ Approved as written on April 12, 2023