

**Rockland Memorial Library**  
**Board of Library Trustees**  
**Wednesday, April 13, 2022**  
**Meeting Room**  
**Minutes**

TOWN CLERK, ROCKLAND  
JUN 28 '22 PM 1:47

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

Library Director present: Liz MacNeil

**1. Call to Order**

Meeting called to order by Chair at 6:01 pm

Approval of Minutes from March 2 and March 9, 2022

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

Vote unanimous (C. Cahill was absent on March 2 and abstained from vote on minutes; D. Biggins was absent on March 9 and abstained from vote on minutes)

Next meeting: Wednesday, May 11, 2022

**2. Reports**

**Director's Report**

- Total circulation in March increased over 50% from March of last year
- Number of computer use sessions increased 50% from February to March
- Children's Room closed for one Tuesday night shift in March because of staffing
- Justin's last day was 4/8; Liz has contacted Town Hall about participating in hiring of next custodian
- No new building issues

**Financial Report**

- Roughly 79% of the way through the fiscal year, overall spending is at 79% of total budget
- \$3,320 deposited in Gift Account includes \$2,056 in donations, and \$1,264 in book sales
- Question about plumbing repairs line in operating budget, which has been overspent by 100% this year; this amount includes \$3,200 for clearing and scoping drains

**Treasurer's Report**

- March beginning balance \$122,256.56; \$31.15 earned in interest
- Ending balance \$122,287.71, with \$5,721.04 available for expenditure

**3. Schedules of Departmental Bills Payable**

- Summary sheets reviewed by Trustees

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**4. New Business**

a) Board Reorganization

Motion to nominate D. Biggins Secretary made by J. Cann; seconded by K. Zbyszewski

Vote unanimous

Motion to nominate the following slate of officers made by J. Cann; seconded by C. Cahill:

Chair: C. Mahoney

Vice Chair: J. Ward

Treasurer: K. Zbyszewski

Vote unanimous

b) Other new business not reasonably anticipated

None

**5. Old Business**

a) Employment Contracts and Salaries

Liz distributed a document summarizing the current Director's contract and highlighting relevant sections from the Town Personnel Policies; main differences are in sections on salaries and termination:

- Contracts have historically included salaries for three years, and Personnel Policies do not guarantee salary increases
- Contracts lay out due process procedures involving Board, and Personnel Policies make employees at-will

Current Trustee By-laws include language about Board executing contracts with Director and other non-union professional staff (Article III, item 4)

Liz and C. Mahoney will schedule meeting with Town HR Director on specifics of appointment letters

b) Building Updates

Workroom: Liz is working to coordinate painting and delivery of furniture

Bathrooms/Drainage: No new leaks or backups this month, or updates on exterior digging

Children's Room: Waiting on delivery of new HVAC unit

c) Other old business not reasonably anticipated

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None

**6. Strategic Planning Update**

C. Mahoney distributed draft RFP for planning consultant and recommends budgeting \$10,000 from State Aid

Motion to allocate \$10,000 from State Aid for consulting and production of plan made by J. Cann; seconded by K. Zbyszewski

Vote unanimous

**7. Information and Upcoming Meetings**

- Friends Division Annual and Planning Meetings at 6:30 on Tuesday, April 26, via Zoom

**Adjournment**

Motion to adjourn made by K. Zbyszewski; seconded by J. Cann

Vote unanimous

Meeting adjourned at 7:05 pm

**List of Documents:**

1. Minutes of March 2, 2022
2. Minutes of March 9, 2022
3. Director's Report
4. Financial Report
5. Treasurer's Report
6. Schedules of Bills Payable – Summary of Expenses

✓ Approved as written on May 11, 2022

