

Rockland Memorial Library
Board of Library Trustees
Wednesday, May 11, 2022
Meeting Room
Minutes

LIBRARY CLERK, ROCKLAND
JUN 28 '22 PM 1:49

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

Library Trustees absent: Danielle Biggins

Library Director present: Liz MacNeil

1. Call to order

Meeting called to order by Chair at 6:04 pm.

Approval of Minutes from April 13.

Motion to approve minutes as written by C. Cahill; seconded by J. Cann. Vote unanimous.

Next meeting: Wednesday, June 8, 2022.

2. Reports

Director's Report

- April's total circulation is 7,156, a 70% increase from April 2021.
- Ebook circulation remains steady at 813 checkouts.
- Door count is 2,227 but since the counter was not working for a couple of days in April this might be slightly off.
- Museum passes are up at 43, largely because of school vacation.
- The same book groups have been meeting. There are still no class visits, but recent kids' programs include scavenger hunts in the children's room that have proven popular.
- New HVAC unit for children's room should be installed soon. An issue discovered during a recent backflow test should be a relatively easy fix.
- Staff professional development continues to be a mix of remote and in person.
- There was one deposit of \$27.95 to the General Fund from a lost book payment.
- Interviews for a new custodian are scheduled for 6/1.

Financial Report

- Overall spending is at 84% and we are 87% through the fiscal year.
- The books and related items line is slightly over budget, but this is expected.
- J. Ward asked if there were any potential surprises on the horizon. Liz says the HVAC repair line will probably go over budget, but can be covered from other accounts.

Treasurer's Report

- April beginning balance was \$122,287.71. April interest was \$30.16, bringing current total to \$122,317.87.
- No payments were made this month.
- \$5,751.20 is available for expenditure.

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3. Review of Schedules of Department Bills Payable

- Summary sheets were reviewed by Trustees.

4. New Business

a) Review Town Meeting Results

The Library's budget request was \$661,000 and \$662,737.86. was appropriated.

Discussion regarding the staff budget: Contract negotiations are ongoing, so nothing is final. C. Mahoney and Liz plan to meet with the HR director.

b) Signature Authority Designation form

Trustees signed the Authority Designation form for FY23.

c) Cleaning of Front Steps and Walkway

K. Zbyszewski presented an offer to have Union Street steps and walkway power washed for a cost of \$550.

Motion to accept offer made by J. Ward; second by J. Cann. Vote was unanimous in favor.

d) Painting of Shed Trim

K. Zbyszewski presented a plan to paint the trim on the shed for a cost of approximately \$100.

Motion to fund painting of shed made by J. Cann; seconded by C. Cahill. Vote was unanimous in favor.

e) Emergency Contacts

K. Zbyszewski turned in his key to the building and announced that after many years of service he'd like to be removed from the emergency contact list. C. Mahoney and Liz will be the emergency contacts going forward.

f) Library Policies

C. Mahoney suggested a review of policies, particularly materials selection, in light of current events involving challenges. This will be on the agenda for June meeting.

5. Old Business

a) Employment Contracts and Salaries

C. Mahoney and Liz have meeting scheduled with HR Director to go over the Board's questions and concerns, in addition to language about executing contracts with non-union personnel from Trustee bylaws.

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b) Building Updates

- Workroom: New furniture will be delivered and installed during the week of May 16. Walls need to be painted first, and new sink will need to be connected after.
- Bathroom/Drainage: No updates about when repair will take place.
- Children's Room: Bathrooms are still closed, and there are updates on repairs. Money has been allocated but there is no timeline.

c) Friends Book Sale

C. Mahoney suggested meeting with the Friends Book Sale Organizers to go over process for planning this event in the future. Will schedule meeting with Liz and organizers.

6. Strategic Planning update

RFP is being reviewed and will be sent to consultants from the MBLC directory. The process is slated to begin in July and be completed by this time next year.

7. Information & upcoming meetings

- Friends Division of the RML Foundation Inc will hold a remote planning meeting on Tuesday, May 31, at 6:30 p.m.

Adjournment

Motion to adjourn made by J. Cann, seconded by C. Cahill

Vote unanimous

Meeting adjourned at 7:31 pm.

List of Documents:

1. Minutes of April 13, 2022
2. Director's Report
3. Financial Report
4. Treasurer's Report
5. Schedules of Bills Payable – Summary of Expenses
6. Signature Authority Designation Form

✓ Approved as written on June 8, 2022

