

Rockland Memorial Library
Board of Library Trustees
Wednesday, June 14, 2023
Meeting Room
Minutes

Library Trustees present: Carol Mahoney, Chair; Carol Cahill, Vice Chair; Janet Cann; Christine Gauthier

Library Trustees absent: Danielle Biggins, Deb Coulsey

Library Director present: Liz MacNeil

Guest present: Ruth Kowal, planning consultant

1. Call to Order

a. Approval of minutes: May 10, 2023

- Draft minutes were reviewed but not approved for lack of quorum present in May

b. Next meeting: July 12, 2023

2. Strategic Planning Presentation

a. C. Cahill provided overview of process: timeline to date and next steps, including action plan to be approved by Board in fall (deadline 12/1/23)

b. R. Kowal answered questions from Trustees about process

- Plan will be on July agenda for approval and then be submitted for MBLC approval
- Action plan will be drafted by Liz with input from Board and staff

3. Reports

a. Library Director

- Total circulation increased 28.8% from May 2022 to May 2023
- No new building issues to report in May

b. Financial/Budget

- 94% of the way through the fiscal year, overall spending is at 96%

c. Treasurer

- No new transactions to report, although next month's report should reflect a newspaper renewal

4. Review of Schedules of Departmental Bills Payable

- Reviewed by Trustees

5. New Business

a. Signature Authorization Form

- Form signed by Trustees who were present; C. Mahoney and C. Cahill will remain designated signers for FY24

b. Other business not reasonably anticipated

- None

6. Old Business

a. Review of Meeting Room Policy

- Revised policy could include wording about canceling standing reservations for no-shows

b. Building Updates

- Bathrooms and drainage: Waiting for work to resume
- Children's Room: Leak seems to have improved with work on stairs

c. Other business not reasonably anticipated

- None

7. Adjournment

8. Motion to adjourn by C. Cahill, seconded by J. Cann; vote unanimous

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List of Documents:

1. June 2023 Meeting Agenda
2. Minutes of May 10, 2023
3. Director's Report
4. Financial Report
5. Trustees Account Activity Report from Town Treasurer
6. Schedules of Bills Payable – Summary of Expenses
7. Draft of Strategic Plan

✓ Approved as written on July 12, 2023