

Rockland Memorial Library
Board of Library Trustees
Wednesday, January 11, 2023
Meeting Room
Minutes

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

Library Trustees absent: Carol Mahoney, Janet Cann

Library Director present: Liz MacNeil

1. Call to order

Meeting called to order by Vice Chair at 6:08 pm

Approval of Minutes from December 14, 2022

Motion to approve minutes as written by C. Cahill; seconded by D. Biggins

Vote unanimous

Next meeting: Wednesday, February 8, 2023

2. Reports

Director's Report

- Total circulation increased 13.1% from December 2021 to December 2022
- Life Skills students from the High School continue to volunteer weekly to assist with various jobs
- WIC continues to operate out of the meeting room on Wednesdays
- Elevator passed inspection in December
- Water entered Children's Room closet during two rain storms in December
- Children's Room was closed for two evening shifts in December
- \$119.42 was deposited in the General Fund

Financial Report

- At the halfway point of the fiscal year, overall spending is on track at approximately 50%

Treasurer's Report

- December beginning balance was \$122,877.78
- Interest earned was \$167.09
- Ending balance \$123,044.87
- Total amount available for expenditure was \$6,478.20 at end of December

3. Review of Schedules of Department Bills Payable

- Summary sheets were reviewed by Trustees

4. New Business

Rockland Memorial Library
Board of Library Trustees
Wednesday, January 11, 2023
Meeting Room
Minutes

- Annual Town Report: Liz working on report and will definitely include section on strategic planning process; will distribute draft before submitting

5. Old Business

- Strategic Planning: Liz working on draft of Priorities and Areas of Focus for review by Planning Committee in February; should be ready for review by Trustees in March
- Employment Contracts and Salaries: Trustees signed new contracts for non-union staff
- FY24 Budget: Liz met with Town Administrator and Accountant on 1/5 to review initial budget request; no additional numbers available yet
- Building Updates:
 - Bathrooms/Drainage: Liz has checked in with Dave Taylor, who is meeting with plumbers to get quote for drainage and bathroom repairs
 - Liz will also check with Dave about status of foundation waterproofing on Belmont Street side of building
- Brief discussion about idea to construct storage rooms inside meeting room; Liz is talking to staff about this and Board will revisit next month

Adjournment

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

Vote unanimous

Meeting adjourned at 6:34 pm

List of Documents:

1. January 2023 Meeting Agenda
2. Minutes of December 14, 2022
3. Director's Report
4. Financial Report
5. Schedules of Bills Payable – Summary of Expenses

✓ Approved as written on February 8, 2023