

**Rockland Memorial Library**  
**Board of Library Trustees**  
**Wednesday, January 12, 2022**  
**Meeting Room**  
**Minutes**

TOWN CLERK, ROCKLAND  
JAN 28 '22 PM 1:48

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 6:00 pm

Approval of Minutes from December 8, 2021

Motion to approve minutes as written C. Cahill; seconded by J. Ward.

J. Ward – yes

C. Cahill – yes

D. Biggins – yes

J. Cann – yes

(C. Mahoney and K. Zbyszewski were absent in December and abstained)

Next meeting: Wednesday, February 9, 2022

**2. Reports**

**Director's Report**

- Circulation of physical and downloadable items has increased over last year, as has number of computer sessions
- Museums in Boston now have vaccine requirements for admission; will note impact on pass usage
- Hours open requirement suspended until April 4 by Board of Library Commissioners to allow individual libraries to change operating hours for safety
- Building closed early on December 9 because of drain clog that necessitated closure of all bathrooms
- Two bathrooms (one staff and one patron) are currently completely out of service until drain issues can be fixed
- Drain cleaning company has been called to building four times in last year at cost of \$400-\$500 each time

**Financial Report**

- Just over halfway through the fiscal year, 51% of the total budget has been spent
- Deposit of \$150 made to General Fund in December

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**Treasurer's Report**

- December beginning balance \$122,166.16; \$31.13 earned in interest
- Ending balance \$122,197.29, with \$5,630.62 available for expenditure

**3. Schedules of Departmental Bills Payable**

- Summary sheets reviewed by Trustees

**4. COVID Update**

- Board of Health instituted mask order for Town meeting rooms on December 15
- Masks not required in other areas of buildings, although most patrons wear them
- Town may implement vaccine mandate for employees, pending outcome of Supreme Court case involving federal mandate

**5. Building Updates**

- Workroom – Furniture has been ordered and should arrive in March, barring supply chain problems
- Children's Room – No word on exterior digging, although no new leaks lately
- Union Street sign – work complete; Liz will send thank-you letter to Phelps Agency

**6. FY2023 Budget Update**

- Liz recently met with Town Administrator, Assistant Town Administrator and Town Accountant to go over FY23 budget request, and there do not seem to be any issues

**7. State Aid Update**

- Rockland was among Towns certified for State Aid in December
- Scheduled to receive approximately \$34,000 in two payments
- \$21,000 of this will go to OCLN network fee

**8. Employment Contracts and Salaries**

- Initial meeting with Liz, C. Mahoney, Town Administrator and Town HR Director
- Town would like to eliminate individual employment contracts, and Library currently has three
- C. Mahoney will ask Town Administrator to attend next month's meeting to discuss

**9. Director's Evaluation**

- Existing evaluation form distributed by email and due back to Library by January 31
- Results will be discussed at next month's meeting

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**10. Information and Upcoming Meetings**

- Friends Division Planning Meeting at 6:30 on Tuesday, January 25, via Zoom

**Adjournment**

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

C. Mahoney – yes

J. Ward – yes

C. Cahill – yes

D. Biggins – yes

K. Zbyszewski – yes

J. Cann – yes

Meeting adjourned at 6:55 pm

List of Documents:

1. Minutes of December 8, 2021
2. Director's Report
3. Financial Report
4. Treasurer's Report
5. Schedules of Bills Payable – Summary of Expenses
6. Director's Evaluation Form
7. Professional Staff Salary Scale FY19-22

✓ Approved as written on February 9, 2022

