

**Rockland Memorial Library**  
**Board of Library Trustees**  
**Wednesday, March 9, 2022**  
**Meeting Room**  
**Minutes**

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

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

Library Trustees absent: Danielle Biggins

Library Director present: Liz MacNeil

**1. Call to Order**

Meeting called to order by Chair at 6:08 pm

Approval of Minutes from February 9, 2022

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

Vote unanimous (C. Cahill was absent and abstained)

Next meeting: Wednesday, April 13, 2022

**2. Reports**

**Director's Report**

- Circulation of physical items continues to increase and use of downloadable items remains steady
- Elevator passed state reinspection on 2/18

**Financial Report**

- Roughly 71% of the way through the fiscal year, overall spending is at 68% of total budget

**Treasurer's Report**

- February beginning balance \$122,228.43; \$31.14 earned in interest
- Ending balance \$122,256.56, with \$5,689.89 available for expenditure

**3. Schedules of Departmental Bills Payable**

- Summary sheets reviewed by Trustees

**4. New Business**

- a) Declaration of Surplus Equipment: List of items reviewed by Trustees

Motion to accept declaration by K. Zbyszewski; seconded by J. Ward

Vote unanimous

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- b) Other new business not reasonably anticipated

None

**5. Old Business**

- a) Employment Contracts and Salaries

Liz is comparing existing contracts to the new Town Personnel Policies in preparation for a meeting with Human Resources

- b) Report on Director's Evaluation

C. Mahoney and J. Cann met with Liz to review Trustees' evaluations, which ranged from satisfactory to excellent in various areas; emphasized strength of staff, challenges associated with building, and availability of Trustees to help and advise when needed

- c) FY23 Budget Update

Library's initial budget request was \$661,000 and Town Administrator's most recent proposal is \$662,865

Staff salaries included in FY23 budget request were from FY22 grids (union and professional), per Town's instructions

- d) Building Updates

Workroom: Liz is waiting on date for furniture delivery

Bathrooms/Drainage: No new leaks or backups this month

Children's Room: HVAC compressor recently stopped working; Liz is waiting to hear whether a replacement part is available or whole unit will need to be replaced; room being heated with space heaters in the meantime

- e) Other old business not reasonably anticipated

None

**6. Strategic Planning Update**

C. Mahoney has requested directory of consultants from MBLC; fees for strategic planning consultant would be paid for using State Aid

**7. Information and Upcoming Meetings**

- Friends program: Whale Tales, Part 2 Wednesday, March 16, via Zoom
- Friends Division Planning Meeting at 6:30 on Tuesday, March 29, via Zoom

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**Adjournment**

Motion to adjourn made by C. Cahill; seconded by J. Ward

Vote unanimous

Meeting adjourned at 7:09 pm

List of Documents:

1. Minutes of February 9, 2022
2. Director's Report
3. Financial Report
4. Treasurer's Report
5. Schedules of Bills Payable – Summary of Expenses
6. Summary of the Conflict of Interest Law for Municipal Employees (2022)

✓ Approved with corrections on April 13, 2022

