

Rockland Memorial Library
Board of Library Trustees
Wednesday, May 10, 2023
Meeting Room
Minutes

Library Trustees present: Carol Mahoney, Chair; Danielle Biggins, Secretary; Janet Cann; Christine Gauthier; Deb Coulsey

Library Trustees absent: Carol Cahill

Library Director present: Liz MacNeil

1. Call to order

Meeting called to order by Chair at 6:00 pm

Approval of Minutes from April 12, 2023

Draft minutes were reviewed but not approved for lack of a quorum of members who were present in April.

Next meeting: Wednesday, June 14, 2023

2. Reports

Director's Report

- Total circulation decreased from April of 2022
- Electronic circulation numbers remain strong (the reporting lag with these numbers should be resolved)
- Museum pass usage was strong for April, which was a school vacation month
- Children's Room was not closed in April for staffing reasons
- Building issues: On April 19th sprinkler company came in to investigate a possible leak in the dry system; they found a condensation hose which had blown off the compressor but no leaks
- Some water was found in the children's room closet due to rain; this could be partly due to opening of the front steps
- Building was closed for 1.5 days for April holidays

Financial Report

- About 90% through the fiscal year and total spending is on track at 87%
- No bank deposits were made in April

Treasurer's Report

- Since the Board is between Treasurers Liz shared a balance sheet for the Trustees account and provided a brief overview for new members
- In lieu of the bank statement the Town Treasurer provided a balance sheet, which reflects transfers that have been made from the Trustees account to the General Fund to cover

Rockland Memorial Library
Board of Library Trustees
Wednesday, May 10, 2023
Meeting Room
Minutes

expenses (Bank statements don't reflect immediately because transfers are sometimes delayed) and shows a balance of \$123,693.81

3. Review of Schedules of Department Bills Payable

- Summary sheets were reviewed by Trustees

4. New Business

- Discussion of Town Meeting results: Library's article to enter into a lease to get a new copier passed
- Policy on the Public Use of the Meeting Room was reviewed: Policy was last updated in March 2000 and only covers the room itself, not outdoor space; Board will consider revising to cover outdoor space
- Weekly farmstand has been taking place on front lawn on Wednesdays since March; this joint effort with Rockland Markets aims to increase local residents' access to fresh produce (Barbosa Family Farm accepts HIP, which allows SNAP recipients to use funds to purchase food from local farms; the Library is working to advertise this through WIC, the Senior Center, etc.)
- Mass Cultural Council has awarded the Library a Covid Recovery grant in the amount of \$56,000

5. Old Business

- Strategic Planning: Planning Committee continues to work with consultant R. Kowal to refine the draft plan, which will be presented to the Board at the June meeting; next step will be to begin work on FY24 Action Plan, which will outline specific action items for next fiscal year. This will go to the Board of Library Commissioners in October.
- Collection Development Policy Review: Draft revision is presented to the committee and will be ready for vote in May. New policy includes Request for Reconsideration Form. This policy and form are in line with other local libraries. Motion to accept revised Collection Development Policy as written by J. Cann; seconded by D. Biggins. Vote unanimous
- Building Updates:
 1. Bathrooms and drainage: Old front stairs are being worked on. After the stairs are complete, the hope is that this will address the water issues in the Children's Room and safety concerns regarding the front steps. Work in the bathrooms should begin after the outdoor work is complete. The Children's Room will probably need to be closed for some time while floors are dug up, but still not clear yet when or for how long.
 2. Foundation waterproofing on Belmont St. should be scheduled prior to summer.
- Other old business: None

Adjournment

Motion to adjourn made by J. Cann, seconded by D. Biggins; vote unanimous

Rockland Memorial Library
Board of Library Trustees
Wednesday, May 10, 2023
Meeting Room
Minutes

Meeting adjourned at 6:54pm

List of Documents:

1. May 2023 Meeting Agenda
2. Minutes of April 12, 2023
3. Director's Report
4. Financial Report
5. Schedules of Bills Payable – Summary of Expenses

✓ Approved as written on July 12, 2023