

**Rockland Memorial Library**  
**Board of Library Trustees**  
**Wednesday, April 12, 2023**  
**Meeting Room**  
**Minutes**

Library Trustees present: Carol Mahoney, Chair; Danielle Biggins, Secretary; Treasurer; Carol Cahill; Janet Cann

Library Director present: Liz MacNeil

Guests present: New Trustees-elect Christine Gauthier and Deb Coulosey

**1. Call to order**

Meeting called to order by Vice Chair at 6:01 pm

Approval of Minutes from March 8, 2023

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

Vote unanimous

Next meeting: Wednesday, May 10, 2023

**2. Reports**

**Director's Report**

- Total circulation increased 5% from March 2022 to March 2023
- Museum pass usage was strong for March (35)
- Children's Room was closed for one evening shift and two lunch hours in March
- No new building issues to report in March
- Deposits of \$1,985 to the General Fund (mostly from printing) and \$2,437 to the Gift Account (includes a \$2,000 donation)

**Financial Report**

- Roughly 78% of the way through the fiscal year, total spending is on track at 77%

**Treasurer's Report**

- Because the Board is between Treasurer's the bank statement for the Trustees account isn't available for this month
- In lieu of the bank statement the Town Treasurer used the Town accounting software to provide a statement of the Trustees account; this reflects transfers that have been made from the Trustees account to the General Fund to cover expenses (which bank statements don't reflect) and shows a balance of \$119,537.38

**3. Review of Schedules of Department Bills Payable**

- Summary sheets were reviewed by Trustees

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- \$3,419 operating warrant from March 16 combines nine different charges, including \$1,305 to renew museum pass and meeting room reservation software, \$705 to service automatic door at main entrance, and seven various charges under \$500 each

**4. New Business**

- Board Reorganization: Motion by J. Cann to re-elect C. Mahoney as Chair and D. Biggins as Secretary, to elect C. Cahill as Vice Chair, and address Treasurer office at May meeting; motion seconded by C. Cahill; vote unanimous
- Other new business not reasonably anticipated: None

**5. Old Business**

- Strategic Planning: Planning Committee continues to work with consultant R. Kowal to refine draft plan, which will be presented to Board at June meeting; next step will be to begin work on FY24 Action Plan, which will outline specific action items for next year
- FY24 Budget: Liz waiting for appointment to meet with Finance Committee in advance of Town Meeting, has not received any changes to proposed FY24 budget
- Collection Development Policy Review: Draft revision will be ready for vote in May
- Building Updates:
  - Bathrooms and drainage: Work could begin during spring; Children's Room will probably need to be closed for some time while floors are dug up, but not clear yet when or for how long
  - Foundation waterproofing and Union Street stairs: Work should begin soon
- Other old business: None

**Adjournment**

Meeting adjourned at 6:44 pm

List of Documents:

1. April 2023 Meeting Agenda
2. Minutes of March 8, 2023
3. Director's Report
4. Financial Report
5. Schedules of Bills Payable – Summary of Expenses

✓ Approved as written on July 12, 2023