

Final
Rockport Public Library
Library Committee Meeting, November 16, 2021
at Town Office/RR
Meeting called to order at 3:31pm by Helen Shaw, Chair

Present:

Library Committee: Helen Shaw, Chair; William Chapman, Treasurer; Lee Goss, Secretary, and Marsha Steinglass

Absent: Stephanie Kumble and Denise Munger, Select Board Liaison

Library Director: Ben Blackman

Friends' Liaison: Ann Filley, Absent

Select Board Liaison: Denise Munger, Absent

Guests: None

Announcements/Introductions: None

Consideration of Agenda: The agenda was accepted as presented.

Public Comment: None

Reports:

1) Secretary: The Minutes for the RPLC meeting on October 19, 2021 were accepted as presented by Marsha Steinglass.

2) Treasurer: Bill Chapman presented the Treasurer's report and noted that bank statements are provided in the report. Bill recommends that the committee support a transfer of \$50,000 from the CNB Checking account to the Schwab investment account. This will result in an approximately \$12,000 balance in the CNB Checking account which Ben anticipates will be sufficient to meet the expected monthly warrant budget expenses.

Bill made a motion to transfer \$50,000 from the CNB Checking account to the Schwab investment account, and Marsha Seconded the motion. Vote: Unanimous.

3) Director: Ben shared that the remaining RPL building projects are going well.

They are beginning to implement adult programming.

Charlie, the new children/youth librarian has many creative ideas for children's programming which include a regular story time, beginning a Legos club in December, beginning a sensory story time for young children with singing and rhythm sticks, beginning a mystery book club, and "Crafternoons" for middle school and high school students.

Ben has two calendars for library activities now—adult and youth calendars

There will be a candlelight walk for kids and families to Rockport Harbor, Wednesday November 17th.

The Friends Book Sale is scheduled for December 3rd & 4th, Christmas By the Sea Weekend. The Book sale will occur from 8am to 3pm on Friday, December 3rd, and 8am to 2pm on Saturday, December 4th.

Keith & Charlie are working with the program subcommittee from the RPL Foundation to schedule some exciting spring events.

Employee evaluation month is in progress with appreciation for an excellent staff at RPL.

Budget planning is in progress. Ben expects to have the budget prepared for RPLC review at the next meeting, December 21, 2021.

The primary budget increase will be for website design development (Current proposal from MRW Connected, Inc ~\$25,000 anticipated expense). This should be a one-time expense.

RPL will return to a Full-Time Schedule with Saturdays following Thanksgiving Vacation. Ben is pleased that staff schedules are coordinating very well to accommodate staff preferences for full-time schedules.

Staff safety training is scheduled in January, 2022.

RPL 5K planned for next summer.

4) Warrants(s): This month (November 2021) the warrant is for \$3115.79

Motion to accept the Warrant by Helen, Second, Marsha. Vote: Unanimous.

The next warrant will have the van for interlibrary loan delivery expense.

5) Friends: No report.

6) Select Board: No report.

Unfinished and Tabled Business: None

New Business: Ben presented the Yearly Work Plan for RPLC which identifies the primary function of RPLC that will be reviewed annually. Ben explained some of the current policies which he observes seem to be working well.

Bill made a Motion to accept the Yearly Work Plan, Marsha Seconded.
Vote: Unanimous

Bill raised a question about RPLC member committee resignations as elected representatives. Discussion and consensus that further clarification with Jon Duke, Town Manager, is needed for policy development.

Adjournment: 4:15pm

**Respectfully submitted,
Lee Goss, Secretary**

Next meeting is scheduled for December 14, 2021 at 3:30pm in the Richardson Room.