

# **Rochester Public Library**

## **Board of Trustees – Meeting Minutes – September 9, 2025**

**In attendance: Maya Newroot (Library Director), Barbara Shenton (Treasurer), Natalie Cassidy (Secretary), Vincent Martinez (Trustee), Melody Balczon (Trustee)**

Meeting called to order at 5:40 PM

- I. Public Communications and Comments — Received communication regarding library signage. Patron was instructed to bring concerns to select board about this issue.

Board revisited previous communication from patrons regarding select titles in the children's department.

- II. Board Communications and Comments — No communications were received.
- III. Approval of July 8, 2025 Meeting Minutes— Board unanimously approved the July minutes.
- IV. Review of Action Items— Melody reported that she was directed by the Preservation Trust to contact the Friends of the Library in regards to grant opportunities.
- V. Treasurer's Report— Barbara requested that Lauren Scogin (chair) contact the town office to request half of our appropriated funds for fiscal year 2025.

Board unanimously approved the Treasurer's report.

- VI. Librarian's Report— Maya discussed volunteer Rich Mathieson's retirement, as well as suggesting token of appreciation and thank you card from the board for his volunteer work.

Discussed plans for Maya's yearly appeal letter and decided to limit scope of appeal to books, programs, and interlibrary loans.

Maya reminded us of a state grant from 2023 that was delayed and will have funds released soon. Once this grant becomes available, we will apply.

Board unanimously approved policy on video, audio recordings, and photography in the library.

- VII. New Business— Maya will look at June 2024 numbers when planning budget to determine withdrawal amounts for the 2025 fiscal year.

Maya inquired about yearly raise, Board will discuss next month.

We discussed the Library Integrity & Access Protection Plan. Maya will bring papers and policies related to this plan to the next meeting so it can be implemented.

- VIII. Old Business— We are waiting for a formal response from Sandy Lincoln regarding the Preservation Trust Grant application which was submitted prior to break.

Covid status update— We are experiencing a seasonal uptick in Covid cases.

- X. Action Items— Lauren will contact the town office to request disbursement of half of our appropriated funds for the fiscal year.

Maya and Natalie will arrange token of appreciation and card for Rich Mathieson in gratitude for his support.

Maya will bring June 2024 budget numbers to help determine withdrawal amounts from investment accounts.

IX. Adjournment – Adjourned at 6:17 PM

Next scheduled meeting is Tuesday October 14th, 2025 at 5:30 PM upstairs in the library.

*Due to technical difficulties, a recording for this month's meeting is unavailable. We apologize for the inconvenience.*

Respectfully submitted,

Natalie Cassidy, Secretary