

Rockingham Free Public Library

Board of Trustees Draft Minutes

Thursday, April 4, 2024

Trustees Present: Carol Blackwood (Chair), Margo Ghia, Wendy Levy, Mike Sola,
Mary McCallum, Ginny Massucco

Staff Present: Ian Graham (Director)

Location: RFPL Meeting Room (upper floor) and online (Microsoft Teams link)

Agenda

1. Call to Order

a. Chair Carol Blackwood called meeting to order at 6:35pm

2. Additions to Agenda for routine administrative matters and/or pressing matters that will require ratification at a future meeting

a. None

3. Public Comment (3 minutes per person)

a. None

4. Oath of Office (Administered to newly elected RFPL Trustees by Pat Fowler, Rockingham Justice of the Peace)

a. Mary McCallum

b. Mike Sola

5. Election of New Officers: Chair, Vice-Chair, Treasurer, Secretary

a. Chair: Margo Ghia. Martha Rowley nominated, Carol Blackwood seconded. Vote was unanimous.

b. Vice-Chair: Carol Blackwood. Martha Rowley nominated, Margo Ghia seconded. Vote was unanimous.

c. Treasurer: Mike Sola. Mary McCallum nominated, Margo Ghia seconded. Vote was unanimous.

d. Secretary: Trustees agreed that members of this board will rotate the duty of taking minutes at the monthly meetings. Wendy Levy agreed to perform other secretarial duties that don't include minute-taking.

6. Selection of Regular Meeting Date, Time, and Schedule for the year

a. Carol Blackwood made the motion that board will meet at 6:30 on the third Thursday of odd-numbered months. Mike Sola seconded. Motion passed unanimously.

7. Adoption of Rules of Procedure, Code of Ethics, Continuation of Adopted Policies

a. Carol Blackwood made motion that the board approve Rules of Procedure, Code of Ethics, and Continuation of Adopted Policies. Margo Ghia seconded motion. Motion passed with one abstention.

8. Board Committee Assignments

a. This agenda item is postponed until board meeting on May 16, 2024.

9. Approve Minutes of Jan. 4, 2024 Meeting

a. Mary McCallum made motion to approve the minutes. Carol Blackwood seconded. Motion passed with two abstentions.

10. Discussion: Establish process for Library Personnel Policy review

a. Margo Ghia suggested that this discussion be postponed until May 16, 2024, to be discussed by new Personnel Committee. Board agreed to postpone.

11. Discussion: Board vacancy

a. Margo Ghia spoke about the importance of announcing the vacancy to the public, perhaps via Town of Rockingham website and the RFPL website. (Ian Graham agreed to set this up.) Any interested townspeople could send their letters of interest to him, and from there this Board of Trustees could review letters and make a recommendation to Town of Rockingham Select Board to fill the vacancy.

12. Other Business

a. None

13. Review Action Items, Propose Agenda Items for Next Meeting

a. Next full board meeting will be Thursday, May 16, at 6:30pm.

b. Board will take action on board committee assignments.

c. Carol Blackwood: The by-laws need review.

d. Margo Ghia: The new Personnel Committee needs to meet to establish process for Library Personnel Policy review.

14. Review and Approve Warrants

a. None (board members attended remotely)

15. Adjourn

- a. Wendy Levy moved, Mike Sola seconded. Passed unanimously.

Meeting adjourned at 7:30pm

Respectfully submitted by Ginny Massucco