



Pembroke Public Library  
Trustees Meeting Agenda

**March 20, 2024 at 7:00 PM**  
**Trustees' Room**

**This meeting may also be attended virtually (via Zoom platform).**

<https://us06web.zoom.us/j/85153363808>

Meeting ID: 851 5336 3808

**Friends news**

**Foundation news**

**MINUTES OF PREVIOUS MEETING:**

February 21, 2024

**REPORTS:**

February Youth Services Report  
February Adults/Reference Report  
February Director's Report  
Financials

**OLD BUSINESS:**

Building updates  
FY 25 Budget  
Director Job Description and Posting  
Next steps Director search

**NEW BUSINESS:**

Major Challenges Facing our Library worksheets  
Sunday activity report  
Upcoming events

Any unscheduled business following the posting of the agenda



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES  
Meeting Minutes for February 21,2024

**ATTENDING:** Kathy Benvie (Director), Larissa Curley, Mary Beth Courtright, Carol Watches, Stephanie Ciciotti, Linda MacDonald, Stephanie McBain, Don Bryant, Lynne Gedutis, and Danielle Morrisette.

Larissa Curley called the meeting to order at 7:01 P.M.

Please note this meeting is being made available to the public through an audio recording which will be used to ensure an accurate record of proceedings produced in the minutes of the meeting. All comments made in open session will be recorded.

**FRIENDS NEWS:** Kathy said a wonderful holiday staff party which was supported by The Friends of The Public Library was Friday night. They had mini golf in the library, a pot luck and everyone who attended had a great time. Thank you Friends of The Public Library for supporting such an excellent event.

**FOUNDATION NEWS:** Kathy said the foundation gave a gift of the headphones for the children's room which was requested by the youth services Librarian. The headphones were ordered and received.

**MINUTES FROM THE PREVIOUS MEETING:** January 17, 2024. Correction under Financials is to add an s to accepts. Stephanie C. made a motion to accept the change and Linda M. seconded, all in favor and so it was voted.

**JANUARY YOUTH SERVICES REPORT:** Stephanie C. made a motion to accept the January Youth Services Report and Mary Beth C. seconded , all in favor so it was voted.

**JANUARY ADULTS/REFERENCE REPORT:** Stephanie C. made a motion to accept the January Adults/Reference Report and Linda M. seconded ,all in favor and so it was voted.

**JANUARY DIRECTOR'S REPORT:** Discussed challenges with the snow being cleared. Lots of effort being made to remove the snow. We have gotten suggestions in the suggestion box, so some engagement there. Stephanie C. made a motion to accept the January Director's Report, Linda M. seconded , all in favor and so it was voted.

**FINANCIALS:** Kathy has been going over purchases of service with town manager and is informed that we are going over budget on maintenance and so they will keep track of this. Necessary repairs on the heating system are will be done. Linda M. made a motion to accept the Financials, Mary Beth C. seconded, all in favor and so it was voted.

**OLD BUSINESS: BUILDING UPDATES:** A bid process for the engineering on the roof has been submitted. Kathy pointed out some challenges on one side of the building and the overhang that causes water to drip leaving ice patches on the ground. Electrical lights were fixed after leak.

**REVISED LIBRARY USE POLICY:** Kathy illustrated and highlighted areas of the sections that have been updated. Stephanie C. made a motion to accept the changes of The Pembroke Public Library use Policy, Mary Beth C. seconded, all in favor and so it was approved.

**FY 25 BUDGET:** Kathy was going to sit down with town manager prior to our meeting but did not. A general conversation about the budget was discussed on Friday with the town manager the numbers are being worked on. A 5% cut was given to the town manager. Kathy will keep the Library Trustees up to date by e-mail with any changes. We are hoping not to apply for a waiver with the 5% cut.

**DIRECTOR SEARCH:** Stephanie C. sent out the posting for the Directors position. Copies were made for the Trustees to review. Welcoming all suggestions from Trustees. Carol would like to add new words to the posting. Stephanie C. and Carol will work with the wording and will be updated. We will keep the posting short. Kathy said that the salary has been decided. Fiscal 24 salary is \$80,729 and the high end is \$96,000. Mary Beth asked about a new law with salary ranges, that salary range be included in the job description. We agreed to have the salary posted. Discussed time frame when the applicants will be reviewed. Job posting will be posted and be on a rolling basis. We considered having a screening committee. The Trustees will make the final decision but a screening committee will be formed to help with the hiring process. Talked about questions to ask at the interview. Ad will be posted within the next three days. Mary Beth will send out the job description by e-mail.

**MAJOR CHALLENGES FACING OUR LIBRARY WORKSHEETS:** We will go over this worksheet in general at the next meeting. Kathy has a list of challenges and will send us her list for us to go over. Some of the challenges that we are facing are managing the budget, The 5 year strategic plan, and the 5 % budget cut. The roof needs to be repaired, the bathrooms also need to be updated too.

**NEXT STEPS DIRECTORS SEARCH:** A posting is going out very soon. Stephanie C. and Mary Beth are putting together the final posting and job description.

**UPCOMING EVENTS:** Fun & Wonder with John Porcino (ages2-5)  
Join storyteller and musician John Porcino for stories, songs, and music featuring instruments from around the world and playful touch of audience participation in this special performance of “To Life! Celebrating the Fun & Wonder of it All.”

Date: Monday February 26, 2024

Time: 10:30 AM - 11:15 AM

## Introduction to Foraging

Join Rachel Goclawski as she teaches you how to get started on your wild food foraging journey, from selecting guidebook to foraging through the seasons, along with identification of some common wild edibles in New England, preparation and preservation tips. Foraging is a great way to incorporate local, nutrition-packed food into your diet. It's a fun way to get outdoors with friends and family, and sustainable foraging has a positive impact on native ecosystems.

This event is open to all, no registration required.

Date: Wednesday March 6, 2024

Time: 6:00 PM - 7:30 PM

Ongoing weekly and monthly events:

Storytimes, Baby Lapsit, Yoga, Genealogy, Chess Club, Lego club, Good club, Mystery Book club, Anime.

**UNSCHEDULED BUSINESS:** Shamus an 8th grade student from Pembroke from project 351 is requesting that we collect clothing for his drive. The dates for this event is March 25, 2024 - April 5, 2024. The clothes will need to be in good condition. He will provide the clothing bucket and will pick up the clothing. Approval of the Library Trustees Board.

One aide retired , and another aide went to Duxbury Library , we will be hiring only one aide as to keep to the 5% cut.

Another group has put in for the COA building, which has been brought to our attention. Our interest in the COA building and we have put in our proposal and we are sticking to our course. This group is asking for a right of refusal, and having a petition signed.

We received a copy of the MBLC handout of fiscal 2025 and different bills that are effecting the Libraries.

Stephanie C. made a motion to adjourn the meeting and Mary Beth C. seconded, and so it was voted to adjourn. Larissa called the meeting at 8:10 PM.

Respectfully submitted,

Linda MacDonald  
Secretary

# Youth Services Report to the Trustees: February 2024

Submitted March 7, 2024 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	5	154	110
Baby Lapsit (ages 0 – 2)	5	126	113
Fun & Wonder with John Porcino (ages 2 – 5)	1	44	35
LEGO Club	n/a	n/a	n/a
Puppy Dog Tales	1	12	5
Chess Club	1	2	2
Scavenger Hunt: Special Delivery (counting)	1 (passive)	348	n/a
Magic Nuudle Build (ages 5 – 10)	1	14	10
Hobomock 1 <sup>st</sup> Grade Storytime (off-site)	3	60	3
Teen Anime Club (ages 11 – 15)	1	5	n/a
Take & Make: Long-Stem Roses (ages 12 – 18)	1 (passive)	60	n/a
<b>AGE GROUP TOTALS</b>	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	11	324	258
<i>Kids Program (ages 6-11) Total</i>	7	436	20
<i>Teen Program (ages 12-18) Total</i>	2	65	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
<b>TOTALS</b>	<b>20</b>	<b>825</b>	<b>278</b>
Number of Volunteers	2 adults + 8 teens = 10 volunteers		
Volunteer Hours	2 adult hr. + 8 teen hr. = 10 volunteer hours		

## February Program Highlights:

- LEGO Club was cancelled due to a snow day.
- Our special event during February break, Magic Nuudles, was very popular with kids coming in with lots of creativity and problem-solving skills! Nuudles are corn-based and will stick to itself when wetted and dried.
- John Porcino was hosted through the sponsorship of an LCC grant.
- Youth Services collaborated with the Pembroke High School Key Club to provide teens with a unique volunteer opportunity in creating "Cards for Hospitalized Kids." All cards have been sent and will be distributed via the non-profit. This event was a huge success and a similar collaboration will be done next year.

## Upcoming Events (both of the below programs will take place during April vacation at PPS):

*Intro to Safe Babysitting* on Wednesday, April 17 from 3:00-4:30pm – Ages 11 – 14 will receive instruction on child development, child care routines, and behavior management. This program will be partially funded by the Friends of the Pembroke Public Library.

*Cherry Tree Painting* on Thursday, April 18 from 1:00-2:30pm – Teens (ages 13-18) will create a stunning tree painting using pointillism with instruction from Pop Up Art School.

## Other:

- Completed weeding project in Parent/Teacher collection.
- Participated in meeting to plan the Library's involvement at the upcoming Farmer's Market.

## February 2024 Reference/Adult Services Report

Peter Santore  
03/12/2024

### Reference Requests (Reference Desk only):

<u>Total requests:</u>	<u>73</u>
General information:	24
Technology:	27
Research:	06
<u>Passports:</u>	<u>16</u>
In person:	54
Phone:	17
Website:	02

### In-depth Reference help included:

- Several patrons needed assistance with operating the computer for a variety of purposes
- Patron was encountering an error after attempting to sign into multiple library computers simultaneously
- Patron needed assistance operating and understanding the scanner.

### Adult Events:

#### **Total: 15 events with 115 attendees, including:**

- Monday, February 5th: Movie Matinee, *A Star is Born* (Attendance: 5)
- Tuesday, February 6th: Book Club, *The Rachel Incident* (Attendance: 15)
- Wednesday, February 7th: *No Good Dirty Rats, Femme Fatales, and Tough Guys* (Attendance: 4)
- Monday, February 12th: Movie Matinee, *My Big Fat Greek Wedding 3* (Attendance: 7)
- Thursday, February 15th: Mystery Book Club, *Daisy Darker* (Attendance: 4)
- Monday, February 26th: Movie Matinee, *Gone Girl* (Attendance: 11)
- Wednesday, February 21st, 28th: *Focus on the Lyrics Webinar Series* (2 events, total attendance: 16)
- Tuesdays, February 6th, 20th, 27th. Knitting (3 events, total attendance: 27)
- Wednesdays, February 7th, 14th, 21st, 28th. Yoga (4 events, total attendance: 26)

### Volunteers:

- 13 Youth Volunteers, 33.5 total youth volunteer hours

### Projects included:

- Planning Adult events; creating flyers, calendars, and publicity blurbs; updating the website and EventKeeper, and coordinating shared advertising with relevant town organizations
- Gauging interest in, preparing for, and executing new Adult programs
- Compiling and publishing the monthly Pembroke Public Library newsletter, and checking the daily LibraryAware-generated genre newsletters to make sure all books listed are available in the SAILS network
- Planning and creating new methods of advertising the Pembroke Public Library's digital research resources
- Overseeing ongoing shifting in consolidated Fiction and Large Print stacks
- Preparing for the Adult Summer Reading Program.

### Peter's Month

Passports have been going well from my perspective, I think I've gotten the hang of them and when I don't know how to handle a situation I know how to find out and feel comfortable doing so. Prep work for the Summer Reading Program continues apace and I have a solid plan for what events I will be having to coincide with that. I am also pleased to report that the last of the shifting has formally concluded so now the consolidation project is officially complete. Volunteer hours were lower than usual this month due to academic vacations but we have reached what I believe will be the equilibrium of youth volunteers until the summer. The Mystery Book Club has begun to form a group of regulars and more have expressed interest in attending.

**Director's Monthly Report February 2024  
Pembroke Public Library**

<b>Circulation</b>	<b>Feb 2021</b>	<b>Feb 2022</b>	<b>Feb 2023</b>	<b>Jan 2024</b>	<b>Feb 2024</b>
Adults	2397	4062	4115	3662	3757
YA	143	273	291	242	297
Children	1700	3145	4012	3570	3981
TOTAL:	4240	7490	8418	7474	8035
Overdrive total / (OA total):	1980	1861	2017 / (573)	2915 / (920)	2755 / (868)
Hoopla total:	262	293	314	416	400
Kanopy total:		82	58	42	270
NY Times total:		5	9	11	11
Online Resource Usage	367	578	1267*	956	1059
Museum Passes & Hotspot loans	12	36	60	18 + 10	50 + 10
Overdrive patrons registration	14	22	30	29	31
Patrons registered new cards (IP)	25	40	75	104	102
Patrons registered new ecards				23	21
Mobile holds/renewals	662	400	439	**	**
Non-resident borrowing	888	1687	1723	1514	1649
Items loaned to other libraries	2454	2076	2205	1841	1796
Item borrowed from other libraries	2023	1401	1271	1056	1206
Commonwealth Catalog loaned	17	3	13	23	19
Commonwealth Catalog borrowed	18+2	34	27+4	34 + 5	32 + 2
Passport Applications	40	94	126	155	174
Visitor Count	284	4225	6534	6988	7236

\*correction to previous reporting

\*\* no stats as app is not operational

<b>Collections</b>	<b>Feb 2021</b>	<b>Feb 2022</b>	<b>Feb 2023</b>	<b>Jan 2024</b>	<b>Feb 2024</b>
Items added	349	315	448	526	474
Items discarded	259	2187	1775	743	1744
Items marked Missing	30	28	16	15	22

<b>Events</b>	<b>Feb 2021</b>	<b>Feb 2022</b>	<b>Feb 2023</b>	<b>Jan 2024</b>	<b>Feb 2024</b>
Adult programs	4	17	13	17	15
Adult attendees	37	100	131	149	115
Youth events	5	11	20	29	20
Youth attendees	312	276	661	1154	1103

*A fuller Youth Services and Reference Librarian report is attached.*

<b>Computer Use</b>	<b>Feb 2021</b>	<b>Feb 2022</b>	<b>Feb 2023</b>	<b>Jan 2024</b>	<b>Feb 2024</b>
Internet	10	218	330	257	249
Juvenile	0	142	265	215	228
Total	10	360	595	472	477

The Meeting room was used 33 times and the Trustees room was used 14 times in February.

Director's Notes: Snow day 2/13. Large discard number because of magazine discarding. This month we have reviewed our materials budget for the current fiscal year and we are right on target for spending and needs. Work continues on the upcoming fiscal year's budget. We have accepted, with regret, the retirement of one of our Aides, Brian Raynor.