



Pembroke Public Library
Trustees Meeting Agenda
December 17, 2025 at 7:00 PM
Trustees' Room

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

<https://us06web.zoom.us/j/87506003949>

Meeting ID: 875 0600 3949

FRIENDS NEWS

FOUNDATION NEWS

Robert DeMarzo – Naming Right Vote

MINUTES OF PREVIOUS MEETING:

November 19, 2025

REPORTS:

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

OLD BUSINESS:

Building Updates
Library Trust Funds
Director's Annual Performance Evaluation

NEW BUSINESS:

Study Pods
Volunteer Policy
CORI Policy
Bulletin Board & Materials Distribution Policy
Holiday Closing
Upcoming Events

NEXT MEETING:

January 21, 2026

Pembroke Public Library
Board of Library Trustees Meeting Minutes

Date: November 19, 2025

Time: 7:17 p.m.

Location: Pembroke Public Library, 142 Center Street, Pembroke, MA (and via Zoom)

I. Call to Order

The meeting was called to order at 7:17 p.m. by Chair Stephanie Ciciotti. The Chair announced that the meeting was being recorded for the purpose of producing accurate minutes, in accordance with open meeting law. Trustee Erin Petti participated via Zoom under the provisions of 940 CMR 29.10; all votes were taken by roll call.

II. Attendance

Trustees Present:

- Stephanie Ciciotti
- Sharon Stearns
- Linda MacDonald
- Larissa Curley
- Erin Columbare
- Erin Petti (via Zoom)

Library Director: Julia Nee

Assistant Director: Stephanie McBain

A quorum was present.

III. Friends News

The Director reported on Friends' activities, including:

- Trim-a-Tree Fundraiser ongoing, ending November 26.
- Ornament sale with over 50 sold.
- Fall Book Sale raised approximately \$1,095.

- Director appeared on Pembroke Chamber of Commerce podcast with Friends members.

IV. Foundation News

The Foundation transferred approximately \$400,000 to the Town's account to fund architectural work. Fundraising continues with new renderings displayed near the Children's Room.

V. Approval of Minutes

Motion by Sharon Stearns to approve the minutes of the October 15, 2025 meeting; seconded by Larissa Curley. Approved unanimously by roll call.

VI. Reports

A. Youth Services Report

Bootacular event attracted nearly 300 attendees with activities including balloon artists and cross-department collaboration. Anime Club transitioned into Tween Club. Motion to accept by Sharon, seconded by Linda. Passed unanimously.

B. Adult Services/Reference Report

Movie attendance trending downward; staff will monitor and consider adjustments. Successful collaboration with Senior Services with Art for Your Mind series. Session one was at the Community Center and Session two will take place in December at the Library. Motion to accept by Sharon; seconded by Erin Columbare. Passed unanimously.

C. Director's Report

New staff safety panic-button system installed. Significant increases in October usage stats, especially considering how challenging it was at times to get to the Library while work on Center Street and our driveway was ongoing. Passport activity rebounding from a few slow months. HVAC adjustment ongoing. Motion to accept by Sharon; seconded by Linda. Passed unanimously.

D. Financial Report

Library officially certified by MBLC. Received first portion of State Aid totaling \$24,552.87. Motion to accept by Linda; seconded by Larissa. Passed unanimously.

VII. Old Business

A. Building Updates:

- New water fountains installed; touch-up painting pending.
- Exterior doors partially installed; replacement glass pending.
- Driveway bump fixed.
- YA furniture color match in progress.
- Friends approved modifying lounge furniture order to replace beanbags with chairs due to maintenance concerns.
- Graffiti incident in restrooms discussed; new restroom partitions approved with "Dovetail" anti-graffiti finish.

B. Library Trust Funds: No updates at this time. Approved book purchases and possibly approved furniture purchases will be reflected in next month's financial report.

C. Safe Child Policy: Updated age ranges for independent library use after last meeting's suggestions by the Trustees. Motion to accept by Stephanie; seconded by Erin Columbare. Passed unanimously.

D. Missing Child Policy: Removed as redundant. Motion to accept by Stephanie; seconded by Linda. Passed unanimously.

E. Director's Annual Evaluation: Staff surveys due Dec. 5. Trustees to complete evaluations before next meeting. Special meeting scheduled for Dec. 10.

VIII. New Business

A. FY27 Action Plan: The FY27 action plan is the required yearly update to the strategic plan due every winter to the MBLC. The Action Plan lays out specific goals and actions for the

upcoming fiscal year. Motion to accept by Stephanie; seconded by Sharon. Passed unanimously

B. Upcoming Events: A new Tiny Art Show program is underway, art will be displayed December 22-January 20. Many upcoming Saturday storytimes, including at the Tree Lighting and a nutcracker ballet storytime with the Pembroke School of Performing Arts. Events are posted on the Library's online calendar once they are finalized, but the paper calendars are not printed until the week or so before the start of a new month. Events are also posted on the town calendar and on the Library's social media.

IX. Adjournment

Meeting adjourned at 8:51 p.m. by unanimous roll call.

Next Meeting: December 10, 2025 (Special Meeting)
Regular Meeting: December 17, 2025

Respectfully submitted,
Erin Petti, Secretary
Pembroke Public Library Board of Trustees

Approved by the Board of Trustees on: December 17, 2025

Youth Services Report to the Trustees: November 2025

Submitted December 5, 2025 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	5	161	117
Playtime (ages 2 – 5)	2	51	43
Baby Lapsit (ages 0 – 2)	3	73	65
LEGO Club	1	36	15
Puppy Dog Tales	1	3	3
Chess Club	1	2	2
Scavenger Hunt: Turkey’s Word Hunt	1 (passive)	384	n/a
NPES Grade 1 Storytime (off-site)	1	56	6
T(w)een Night (ages 11 – 16)	1	5	n/a
Take & Make: Pumpkin Pie Turkeys (ages 12 – 18)	1 (passive)	48	n/a
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	10	285	225
<i>Kids Program (ages 6-11) Total</i>	5	481	26
<i>Teen Program (ages 12-18) Total</i>	2	53	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	17 programs	819 youth	251 adults
		1,070 attendees	
Number of Volunteers	3 adult volunteers		
Volunteer Hours	3 volunteer hours		

November Program Highlights:

--Kits were made available for our first ever Tiny Art Show! All 214 kits (containing a 3”x3” canvas, a paintbrush, and a set of paints) were distributed to artists of all ages. Artists will return their completed piece in December and the exhibit will be open from Dec. 22 – Jan. 20. *Statistics will be counted in December for participants in the Tiny Art Show.*

Other:

--Attended meeting with Director and Assistant Director regarding technology in the upcoming children’s room expansion.

--Attended South Shore Family Network Advisory Council Meeting via Zoom as Chairperson.

--Attended meeting, alongside Assistant Director, with Christi Farrar regarding staff training in an “Understanding Teen Behavior” workshop.

November 2025 Reference/Adult Services Report

Peter Santore
12/10/2025

Reference Requests (Reference Desk only):

Total requests:	67
General information:	15
Technology:	47
Research:	01
<u>Passport:</u>	<u>04</u>
In person:	56
Phone:	06
Email:	02
Website:	03

In-depth Reference help included:

- Aided patron in accessing and utilizing digital research tools
- Provided direct support in operating library computers
- Provided assistance to patrons attempting to print directly from a USB stick

Adult Events:

Total: 14 events with 102 attendees, including:

- Saturday, November 1st: Crafternoon, *Button Art Workshop* with Sarah Nelson (Attendance: 11)
- Monday, November 3rd: Movie Matinee, *Mission Impossible: Final Reckoning* (Attendance: 1)
- Tuesday, November 4th: Book Club, *The God of the Woods* (Attendance: 15)
- Saturday, November 8th: Concert at the Library, *RIDE* (Attendance: 5)
- Wednesday, November 12th: *Poems for Autumn Evenings* with Roz Kubek (Attendance: 11)
- Thursday, November 20th: Mystery Book Club, *An Insignificant Case* (Attendance: 4)
- Saturday, November 22nd: Baking Club, *Maple* (Attendance: 3)
- Monday, November 24th: Movie Matinee, *The Naked Gun (2025)* (Attendance: 2)
- Tuesdays, November 4th, 18th, and 25th. Knitting (3 events, total attendance: 29)
- Wednesdays, November 5th, 12th, and 19th. Yoga (3 events, total attendance: 21)

Volunteers:

- 5 Youth Volunteers, 12 total volunteer hours
- 6 Adult Volunteers, 9 total volunteer hours
- 1 Senior Work off Volunteers, 4 volunteer hours

Projects:

- Planning Adult events; creating flyers, calendars, and publicity blurbs; updating the website and WhoFi, 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 reviewing LibraryAware-generated genre newsletters to ensure all books listed are available in the SAILS network
- Planning and creating new methods of advertising the Pembroke Public Library's digital resources
- Interviewing and onboarding new Library Volunteers
- Preparing for Tree Lighting

Outreach:

- Town Hall Visit and Notice Board Update
- Grocery Store and Post Office Community Boards Update
- PACTV PSA Day, covering Universal Class and Creativebug

Pembroke Public Library - Director's Monthly Report November 2025

Circulation	Nov 2023	Nov 2024	Sept 2025	Oct 2025	Nov 2025
Adults	3614	3402	3610	3779	3297
YA	294	330	285	289	279
Children	3708	3355	3641	3743	3725
TOTAL:	7616	7087	7536	7811	7301
OverDrive total / (OA total):	2641 / (793)	2552 / (461)	2637 / (2102)	2702 / (2212)	2618 / (2112)
Hoopla total:	407	534	629	634	645
Kanopy total:	118	33	115	103	138
NY Times total:	6	190	153	228	216
Online resources Usage	879	532	218	510	269
Museum Passes & Hotspot loans	41 + 9	42 + 8	35 + 10	41 + 11	40 + 9
Overdrive patron registration	15	22	30	33	19
Patrons registered new cards (IP)	45	73	97	65	71
Patrons registered new ecards	7	8	17	18	17
Mobile holds/renewals	482	423	529	501	458
Non-resident borrowing	1552	1467	1549	1833	1866
Items loaned to other libraries	1982	1521	2221	2178	1762
Item borrowed from other libraries	1269	1219	1182	1335	1144
ComCat loaned	11	24	26	22	19
ComCat borrowed	23 + 2	32 + 5	37 + 0	30 + 3	28 + 0
Passport applications	102	122	78	59	97
Visitor Count	6307	5860	6690	7615	5942
Meeting Room Usage (MR + TR)	44+10=54	25+17=42	35+28=63	41+28=69	32+24=56

Collections	Nov 2023	Nov 2024	Sept 2025	Oct 2025	Nov 2025
Items added	467	414	465	395	270
Items discarded	277	838	705	868	200
Items marked Missing	16	17	9	9	3

Events	Nov 2023	Nov 2024	Sept 2025	Oct 2025	Nov 2025
Adult programs	18	16	19	19	14
Adult attendees	134	120	137	123	102
Youth events	23	19	23	24	17
Youth attendees	944	877	1627	1762	1070

Computer Use	Nov 2023	Nov 2024	Sept 2025	Oct 2025	Nov 2025
Adult	275	235	248	212	225
Juvenile	211	208	273	257	339
Total	486	443	521	469	564
WiFi (Total Sessions)			1722	1933	1507

Staff and other news:

- November saw many Library improvements, including repairs to the HVAC system, the start of the capital project to replace and repair three exterior doors, rearranging our tech services area for more a more efficient workspace (thank you to Lance and Zac for their help with this project!), and installation of two new staff computers.
- In November we also started the annual pajama drive program with Pembroke Community Group. We collected 56 pairs of pajamas, slippers, and more to be distributed to those in need.
- I submitted the FY27 Action Plan that was approved by the Trustees to the Massachusetts Board of Library Commissioners, and received approval from the state as well.
- Work continued on the Children's Room Expansion project, as I meet with Foundation members and attended a Select Board meeting with the Trustees in support of the Foundation's donation of \$400,000.
- Finally, we "hid" a geocache created by a community member in our collection. Geocaching is like a treasure hunt, where participants use GPS and clues to find something, in our case, a secret book with a hidden compartment. Usually found outside, the creator of this cache has started working with libraries around the South Shore in hopes of bringing new people into the Library. Our cache went live in the morning, and two people already came in to "find" it before 1pm!