

**Pembroke Public Library
Board of Library Trustees
Meeting Minutes**

December 17, 2025

I. Call to Order

The meeting was called to order at 7:04 p.m. Please note that this meeting is 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. this meeting is also made available through Zoom platform via remote participation in accordance with the requirement of 940 CMR 29.10 via Zoom platform.

II. Attendance

Library Trustees present: Stephanie Ciciotti, Linda MacDonald, Larissa Curley, Erin Columbare, Sharon Stearns, and Erin Petti.

Library Foundation members present: Bob Dimarzo and Steve Curley.

Library staff present: Julia Nee, Library Director, and Stephanie McBain, Assistant Director.

III. Friends of the Library Report

The Friends of the Library reported on recent fundraising efforts, including the holiday tree auction, ornament sales, and the upcoming spring book sale scheduled for April 26, 2026.

IV. Foundation and Building Updates

Updates were provided regarding construction planning progress, including interior layout revisions, private study rooms, the young adult room, local history room cabinetry, and meeting room design. Architectural plans were reported to be approximately 75% complete and under review for cost estimation.

The Board reviewed proposed naming donations for private study rooms, the local history room, and the young adult room, including gifts made in memory of individuals and families.

Motion to accept by Sharon; seconded by Stephanie C.

Vote: Unanimous.

V. Approval of Previous Minutes, November 19, 2025

Motion to accept by Linda; seconded by Erin C.

Vote: Unanimous.

VI. Youth Services Report

The Youth Services Report highlighted the Tiny Art Show, Lego Club attendance, and ongoing programming, including marketing efforts and cost considerations.

Motion to accept by Erin C.; seconded by Erin P.

Vote: Unanimous.

VII. Adult Services Report

The Adult Services Report included updates on virtual programming, author talks, craft programs, and discussion of movie licensing and attendance trends.

Motion to accept by Sharon; seconded by Linda.

Vote: Unanimous.

VIII. Director's Report

The Director's Report included updates on the annual pajama drive, FY27 Action Plan, and new geocache.

Motion to accept by Sharon; seconded by Eric C.

Vote: Unanimous.

IX. Financial Report

The Board reviewed the November financial statements, capital project expenses, trust fund activity, and FY27 budget planning, including level service and improvement requests.

Motion to accept by Erin P.; seconded by Eric C.

Vote: Unanimous.

X. Building Updates

Updates were provided on HVAC repairs, exterior door replacements, staff workspace reorganization, and other maintenance projects.

XI. Library Trust Funds

No updates or requests at this time.

XII. Study Pods

The Board discussed the purchase of study pods, including costs, delivery, installation, and compliance with fire and building codes. Approval was contingent upon confirmation of compliance.

Motion to accept by Sharon; seconded by Stephanie C.

Vote: Unanimous.

XIII. Policy Updates

The Board reviewed proposed updates to the Volunteer Policy, CORI Policy, and the Bulletin Board and Materials Distribution Policy.

CORI Policy removal:

Motion to accept policy removal by Stephanie C.; seconded by Sharon.

Vote: Unanimous.

Bulletin Board and Materials Distribution Policy:

Motion to accept updated policy by Stephanie C., seconded by Erin P.

Vote: Unanimous

XIV. Holiday Closing

The Director reported that the library would be closed on Friday, December 26, 2025, to remain consistent with Town Hall and other town departments.

XV. Director Evaluation

The Board conducted the annual performance evaluation of the Library Director, commending leadership, strategic planning, fiscal management, and community engagement.

XVI. Adjournment

The meeting was adjourned at 8:35 p.m.