

Pembroke Public Library

Board of Library Trustees Meeting Minutes

Date: February 2026

Time: 7:00 p.m.

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

I. Call to Order

The meeting was called to order 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. 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

In response to situations in neighboring communities, the Friends are working with the Library to draft a Memorandum of Understanding which will be a written agreement defining roles, responsibilities, and the expectations between the organizations.

IV. Motion to approve minutes from last month

Motion to approve, Sharon. Seconded by Erin C. Motion passed unanimously.

V. Reports

A. Youth Services Report

The Library offered a number of programs in January with the South Shore Family Network, including the very popular STEM Playgroup. Passive programs including the Teen Take and Make continue to be popular. Miss Melissa's new Tween Night are also proving to be popular with young patrons.

B. Adult Services Report

Weekly Monday movie programming will continue through March while attendance trends continue to be evaluated. The technology literacy class led by Peter had one attendee. While attendance was limited, the session generated several follow-up one-on-one appointments for technology help. Due to the computer layout, class size is capped at approximately four participants.

The library piloted a digital author talk through the Library Speaker Consortium featuring author Liz Moore. Twenty-two patrons attended the event live online, with additional attendance expected through recorded viewing through the end of the month. Trustees discussed the potential of joining the consortium in the future depending on cost and author quality.

Peter also moved the Genealogy Club to an afternoon time slot, which has resulted in a small but dedicated group of attendees.

Motion by Sharon Stearns to accept the Adult Services Report; seconded by Erin C. Passed unanimously by roll call.

C. Director's Report

Circulation increased across most categories in January. Use of the New York Times All Access subscription increased significantly after expanded access was introduced, including Cooking, Wirecutter, The Athletic, and Games.

Passport processing increased from previous months but remains lower than the previous year. New Young Adult furniture was installed and feedback has been largely positive. Staff will experiment with risers to test slightly higher seating.

Motion by Erin C. to accept the Director's Report; seconded by Linda MacDonald. Passed unanimously by roll call.

D. Financial Report

The Director reviewed the FY26 operating budget and projections for FY27. The Town Manager's initial budget appropriation for the library is \$863,083, approximately \$40,000 higher than the previous fiscal year and above the requested level services budget.

Payroll remains on track. Heating and fuel costs increased seasonally during the winter months. Technology expenditures were higher due to one-time purchases including a digital display screen and new staff computers. Passport revenue is somewhat lower than the previous year but remains an important revolving revenue source.

Capital projects including the roof replacement and restroom partition installation are expected to proceed once weather permits.

Motion by Sharon to accept the Financial Report; seconded by Stephanie C.. Passed unanimously by roll call.

VI. Old Business

Building Updates:

Roof leaks have temporarily stopped after roofers cleared snow and completed patching work. The full roof replacement will occur once temperatures allow installation. Ceiling tiles remain removed in affected areas to allow drying and monitoring.

Additional building updates included completed sprinkler and fire extinguisher inspections and minor maintenance work scheduled for painting and repairs.

VII. New Business

A. Trust Fund Expenditures

Trustees approved spending \$750 from the Darling Trust Fund for Youth Nonfiction materials and \$890.70 from the Irene Smith Fund for Young Adult Nonfiction materials.

Motion by Sharon Stearns to approve the trust expenditures; seconded by Erin C.. Passed unanimously by roll call.

B. Collection Development and Management Policy

A revised Collection Development and Management Policy was presented incorporating feedback from the previous meeting regarding displays and readers' advisory. Trustees discussed the length of the policy and agreed the draft contained an appropriate level of detail.

Motion by Larissa Curley to approve the amended policy; seconded by Stephanie . C. Passed unanimously by roll call.

C. Security Camera Policy

A revised Security Camera Policy was presented. The policy was reviewed by Town Counsel and the Pembroke Police Department to ensure compliance with Massachusetts confidentiality and privacy laws while maintaining appropriate security measures.

Motion by Sharon Stearns to approve the policy; seconded by Linda MacDonald. Passed unanimously by roll call.

D. Staff Training and Late Opening

The Director requested approval for the library to open late at 12:00 PM on March 27 to allow staff to attend training from the Massachusetts Library System on communicating expectations and managing teen behavior in libraries.

Motion by Stephanie C. to approve the late opening; seconded by Larissa Curley. Passed unanimously by roll call.

VIII. Adjournment

The meeting adjourned at 8:07 p.m.