



Pembroke Public Library  
Trustees Meeting Agenda  
**February 18, 2026 at 7:00 PM**  
**Trustees' Room**

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

<https://us06web.zoom.us/j/81057165743>

**Meeting ID:** 810 5716 5743

**FRIENDS NEWS**

Memorandum of Understanding

**FOUNDATION NEWS**

**MINUTES OF PREVIOUS MEETING:**

January 21, 2026

**REPORTS:**

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

**OLD BUSINESS:**

Building Updates  
Library Trust Funds  
Study Pods  
Book Bin  
Collection Development Policy

**NEW BUSINESS:**

Security Camera Policy  
Staff Meeting  
Upcoming Events

**NEXT MEETING:**

February 18, 2026

Any unscheduled business following the posting of the agenda

## **Library Board of Trustees Meeting Minutes**

**Date:** January 21, 2026

**Time:** 7:06 PM

**Location:** Library Meeting Room

### **Attendance**

Julia Nee, Director

Stephanie Ciciotti, Chair

Erin Columbare

Sharon Stearns

Erin Petti

### **Call to Order**

The meeting was called to order at 7:06 PM by the Chair. The meeting was recorded for the purpose of accurate minute-taking.

### **Friends of the Library Report**

The Friends of the Library reported that the 2026 membership drive is underway. Upcoming and potential fundraisers include a spring basket raffle (to be confirmed), the Spring Book Sale scheduled for April 26, 2026, a custom library t-shirt sale, the return of the Trim-a-Tree fundraiser, and the annual holiday ornament sale. The Friends also received Cultural Council funding to support the museum pass program.

### **Foundation Report**

The Foundation continues to work with architects on the library expansion project. Cost estimates remain higher than initially projected at approximately \$1.8 million; however, no reductions in square footage or design changes are planned. The project is tentatively on track for bidding to begin in February 2026, with construction potentially starting later in 2026. Questions regarding required approvals and signatures will be clarified with the Town Manager.

### **Approval of Minutes**

Move to accept 12/10/25 minutes Sharon, seconded by Erin C.

Move to accept 12/17/25 minutes Erin C., seconded by Sharon

### **Youth Services Report**

The Youth Services Librarian reported on ongoing programming, outreach, and collection activity for children and teens. Programs continue to see strong attendance, and staff are preparing for upcoming seasonal programming. Youth collections are being actively maintained, with new materials added and outdated items withdrawn as needed.

Motion to accept, Erin C, seconded by Erin P. Motion passed unanimously.

### **Adult / Reference Services Report**

The Adult and Reference Services Librarian reported on adult programming, reference services, and collection maintenance. Staff continue to support patrons with research assistance, technology help, and readers' advisory. Adult programming and displays remain an important tool for community engagement.

Motion to accept, Sharon, seconded by Erin P. Motion passed unanimously.

### **Director Report**

The Director presented the 2025 Library Infographic highlighting increased usage, including 88,372 visitors, 43,875 digital material downloads, 740 meeting room uses, and 688 museum pass uses. The infographic is currently on display in the library and will be made available online in an accessible format.

Motion to accept, Sharon, seconded by Erin C. Motion passed unanimously.

### **Financial Report**

The Director reviewed the financial report and explained ongoing reconciliation issues due to changes in Town Hall billing procedures and account adjustments. Bills have been paid, and discrepancies are being addressed.

Motion to accept by Sharon, seconded by Erin P. The motion passed unanimously.

### **Building and Facilities Updates**

Roof replacement remains scheduled for March 2026, weather permitting. Sprinkler and fire extinguisher inspections were completed, with minor follow-up work planned. Discussions continue with the Town Manager regarding custodial staffing for the library.

### **New Business**

The Director presented a proposal to install a secured, unmarked book and media donation bin for staff use, to assist with withdrawn materials and overflow donations. After discussion, the Board expressed support contingent upon confirmation that the bin placement will not interfere with building utilities or access.

Motion to approve book bins pending discussion with the Town Manager – Erin C., seconded by Stephanie C.

## **Policy Review**

Volunteer policy amended and approved.

Motion to approve amended policy, Stephanie C., seconded by Erin C. The policy passed unanimously.

The Director introduced a draft Collection Development and Management Policy, which includes updated language, a new section on displays, and a revised Request for Reconsideration process. The policy was presented for review and discussion only; no vote was taken. Trustees will continue review at a future meeting.

## **Adjournment**

The meeting was adjourned by the Chair at 8:41 PM.

## Youth Services Report to the Trustees: January 2026

Submitted February 5, 2026 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	6	191	145
Baby Lapsit (ages 0 – 2) + Active Parenting with South Shore Family Network	4	74	73
STEM Playgroup with South Shore Family Network (ages 3 – 5)	4	65	47
LEGO Club	1	38	20
Puppy Dog Tales	1	12	13
Miss Kiki’s Icy Storytime (ages 4 – 8)	1	20	16
Scavenger Hunt: Yeti Shapes	1 (passive)	406	n/a
T(w)een Night (ages 11 – 16)	1	7	n/a
Teen “Break-In” Bag: Golden Goose Heist (ages 11 – 16)	1 (passive)	2	n/a
Take & Make: Animal Origami + Color-Your-Own Stickers (ages 12 – 18)	1 (passive)	60	n/a
<b>AGE GROUP TOTALS</b>	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	14	330	265
<i>Kids Program (ages 6-11) Total</i>	4	476	49
<i>Teen Program (ages 12-18) Total</i>	3	69	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
<b>TOTALS</b>	<b>21 programs</b>	<b>875 youth</b>	<b>314 adults</b>
		<b>1,189 attendees</b>	
Number of Volunteers	<b>2 adult volunteers</b>		
Volunteer Hours	<b>2 adult volunteer hours</b>		

### January Program Highlights:

--Due to winter weather, lower-than-expected attendance was garnered for our “Break-In Bag” program (a play on Escape Rooms. All items for the activity are easy to save and will be used for another event.

--As always, we’re very glad to host Miss Debbie’s STEM Playgroups. These visits are provided by the South Shore Family Network via grant funding.

--South Shore Family Network *also* funded visits from a local educator, who specializes in child rearing, to provide “Active Parenting” talks; these were offered directly after our usual Baby Lapsits in congruence with after-Lapsit playtime. Caregivers greatly appreciated her assistance and we look forward to hosting her again.

--Miss Kiki’s Saturday Storytime was very popular and garnered attendance from many regulars as well as some new families.

### Other:

--Attended a “Trusted Adult” workshop via Zoom to better learn how to support our teen population.

--Attended meeting with Town Manager regarding library job positions.

--Participated in staff reviews for Library Assistants.

# January 2026 Reference/Adult Services Report

Peter Santore  
02/06/2026

## Reference Requests (Reference Desk only):

<b><u>Total requests:</u></b>	<b>66</b>
General information:	13
Technology:	50
Research:	1
<u>Passport:</u>	<u>2</u>
In person:	53
Phone:	13

## In-depth Reference help included:

- Provided guidance on research and reference help regarding Town of Pembroke history.
- Aided patron in setting up a Hoopla Account
- Provided research assistance for patron in regards to assistive technology

## Adult Events:

### **Total: 16 events with 125 attendees, including:**

- Monday, January 5th: Movie Matinee, *Maybe I Do* (Attendance: 3)
- Tuesday, January 6th: Book Club, *The Jackal's Mistress* (Attendance: 9)
- Monday, January 12th: Movie Matinee, *Good Fortune* (Attendance: 1)
- Wednesday, January 14th: Tech Literacy: *Introduction to Computers* with Peter Santore (Attendance: 1)
- Wednesday, January 15th: Mystery Book Club, *Head Cases* (Attendance: 5)
- Wednesday, January 28th: *Secrets and Second Chances* with Liz Moore (Attendance: 22)
- Thursday, January 29th: Genealogy Club (Attendance: 4)
- Saturday, January 31st: Crafternoon, *Winter Sea-Glass Workshop* with Sarah Nelson (Attendance: 12)
- Tuesdays, January 6th, 13th, 20th, 27th: Knitting (4 events, total attendance: 44)
- Wednesdays, January 7th, 14th, 21st, 28th: Yoga (4 events, total attendance: 24)

## Volunteers:

- 5 Youth Volunteers, 18 total volunteer hours
- 6 Adult Volunteers, 8 total volunteer hours
- 1 Senior Work-Off Volunteer, 15 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

## Outreach:

- Town Hall Visit and Notice Board Update
- Grocery Store and Post Office Community Boards Update
- PACTV PSA Day: *New York Times All Access*

## Pembroke Public Library - Director's Monthly Report January 2026

<b>Circulation</b>	<b>Jan 2024</b>	<b>Jan 2025</b>	<b>Nov 2025</b>	<b>Dec 2025</b>	<b>Jan 2026</b>
Adults	3662	3860	3297	3214	3878
YA	242	257	279	282	318
Children	3570	3373	3725	2906	3457
TOTAL:	7474	7490	7301	6402	7653
OverDrive total / (OA total):	2915 / (920)	2946/(2388)	2618 / (2112)	2549 / (2147)	3030 / (2323)
Hoopla total:	416	656	645	599	692
Kanopy total:	42	130	138	73	105
NY Times total:	11	227	216	161	511
Online resources Usage	956	845	269	238	384
Museum Passes & Hotspot loans	18 + 10	47 + 13	40 + 9	44 + 9	54 + 11
Overdrive patron registration	29	46	19	22	41
Patrons registered new cards (IP)	104	82	71	49	73
Patrons registered new ecards	23	27	17	14	19
Mobile holds/renewals	**	600	458	431	549
Non-resident borrowing	1514	1572	1866	1608	1657
Items loaned to other libraries	1841	1894	1762	1663	1788
Item borrowed from other libraries	1056	1294	1144	1026	1234
ComCat loaned	23	28	19	22	15
ComCat borrowed	34 + 5	35 + 1	28 + 0	28 + 2	31 + 0
Passport applications	155	174	97	70	139
Visitor Count	6988	7566	5942	6561	6962
Meeting Room Usage (MR + TR)	36+11 = 47	39+23 = 62	32+24=56	31+27=58	32+33=65

<b>Collections</b>	<b>Jan 2024</b>	<b>Jan 2025</b>	<b>Nov 2025</b>	<b>Dec 2025</b>	<b>Jan 2026</b>
Items added	526	408	270	598	537
Items discarded	743	595	200	288	326
Items marked Missing	15	15	3	0	4

<b>Events</b>	<b>Jan 2024</b>	<b>Jan 2025</b>	<b>Nov 2025</b>	<b>Dec 2025</b>	<b>Jan 2026</b>
Adult programs	17	18	14	18	16
Adult attendees	149	139	102	133	125
Youth events	29	25	17	22	21
Youth attendees	1154	1342	1070	1196	1189

<b>Computer Use</b>	<b>Jan 2024</b>	<b>Jan 2025</b>	<b>Nov 2025</b>	<b>Dec 2025</b>	<b>Jan 2026</b>
Adult	257	260	225	269	270
Juvenile	215	254	339	238	352
Total	472	514	564	507	622
WiFi (Total Sessions)		980* (Jan 15-31)	1507	1581	1559

### Staff and other news:

- In January we put out the new furniture in the YA lounge and have only heard great feedback so far from patrons! Thank you to the Friends and the Darling Family Trust for sponsoring these upgrades.
- We continued to battle the elements and suffered from some roof leaks, but staff were wonderful helping to mitigate any damage and assist patrons while areas of the collection were inaccessible.
- In January I re-signed the "SAILS Employee Confidentiality Acknowledgement Form," an annual form required by the network that reinforces the responsibility under Massachusetts General Laws Chapter 78, Section 7 to maintain the confidentiality of patron records.
- All staff completed the required Conflict of Interest Law Training.
- Thank you again to custodial staff Gerry and Zac and to the DPW for plowing, shoveling, salting, and sanding to ensure the Library was accessible to all during winter weather!