



Pembroke Public Library
Trustees Meeting Agenda
January 21, 2026 at 7:00 PM
Trustees' Room

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

<https://us06web.zoom.us/j/88385794611>

Meeting ID: 883 8579 4611

FRIENDS NEWS

FOUNDATION NEWS

MINUTES OF PREVIOUS MEETING:

December 10, 2025

December 17, 2025

REPORTS:

December Youth Services Report
December Adults/Reference Report
December Director's Report
2025 Year in Review Infographic
Financials

OLD BUSINESS:

Building Updates
Library Trust Funds
Study Pods
Volunteer Policy

NEW BUSINESS:

Book Bin
Collection Development Policy
Upcoming Events

NEXT MEETING:

February 18, 2026

Any unscheduled business following the posting of the agenda

Library Board of Trustees Meeting Minutes

Date: December 10, 2025

Time: 7:15 PM

Location: Library (with audio recording available to the public)

Call to Order

The meeting was called to order at 7:15 PM. The Chair noted that the meeting was being audio recorded to ensure accurate preparation of the meeting minutes.

Trustees in attendance:

Stephanie Ciciotti

Larissa Curley

Erin Columbare

Linda MacDonald

Sharon Stearns

Director Evaluation – Staff Survey Review

The Board reviewed anonymous staff survey results as part of the annual Director evaluation process. Trustees collectively compiled and discussed numerical ratings and written feedback.

Overall, staff feedback was very positive. Trustees noted that the majority of responses reflected strong satisfaction with leadership, organization, communication, and workplace morale.

A small number of comments identified constructive areas for continued growth, including:

- Continued clarification of staff roles and responsibilities as job descriptions are updated.
- Ongoing visibility and engagement with staff and the community, as feasible.

Trustees emphasized the challenging elements of significant operational challenges, including an aging facility and limited staffing resources.

Board Discussion

Trustees discussed the Director's strong performance during her first year, highlighting her organization, professionalism, policy development, strategic planning efforts, and positive engagement with staff and patrons.

The Board expressed appreciation for the Director's leadership in managing facilities issues, addressing patron concerns, and advancing long-term planning initiatives. Trustees agreed that the Director has brought renewed energy and clear direction to the Library.

Director Evaluation Process

The Chair outlined the format for the upcoming Director evaluation meeting. The evaluation will include a summary of staff feedback, Board comments, and an opportunity for the Director to share additional reflections.

Adjournment

The meeting was adjourned by the Chair.

**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.

Youth Services Report to the Trustees: December 2025

Submitted January 8, 2026 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 - 5)	6	133	106
Baby Lapsit (ages 0 - 2)	3	64	57
LEGO Club	1	19	9
Puppy Dog Tales	1	6	3
Chess Club	1	5	3
Bryantville Grade 1 Storytime (off-site)	1	61	6
Hobomock Grade 1 Storytime (off-site)	1	48	6
Winter Storytime (ages 4 - 8)	1	5	3
Nutcracker Dance & Craft (ages 4 - 8) with Pembroke School of Performing Arts	1	23	47
Scavenger Hunt: Measuring Gingerbread Houses	1 (passive)	336	n/a
T(w)een Night (ages 11 - 16)	1	5	n/a
Take & Make: Sticker Scenes (ages 12 - 18)	1 (passive)	40	n/a
Gingerbread House Painting (Families)	1	10	8
Pembroke Tree Lighting + Storytime	1	46	46
Tiny Art Show Exhibit	1 (passive)	67	34
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	9	197	163
<i>Kids Program (ages 6-11) Total</i>	8	503	77
<i>Teen Program (ages 12-18) Total</i>	2	45	n/a
<i>General Audience (all ages) Total</i>	3	123	88
TOTALS	22 programs	868 youth	328 adults
		1,196 attendees	
Number of Volunteers	3 adult volunteers		
Volunteer Hours	3 volunteer hours		

December Program Highlights:

--This was our Library's first annual Tiny Art Show exhibit and it's been a wonderful success with 101 canvases returned featuring beautiful and unique pieces by patrons of all ages. Topics for the art include nature, portraits, video games, and more displayed in a variety of mediums such as paint, glitter, beads, and fabrics. The exhibit will be up until January 20 after which patrons may pick up their work.

--Pembroke School of Performing Arts presented words and dance from "The Nutcracker" to a large crowd. We'll be very eager to collaborate with them again!

Upcoming News:

--Mini Golf will be back at the Library on Friday, Feb. 20 from 12:30-3:30pm and will be open to ALL ages.

December 2025 Reference/Adult Services Report

Peter Santore
1/12/2026

Reference Requests (Reference Desk only):

<u>Total requests:</u>	<u>53</u>
General information:	10
Technology:	37
Research:	01
<u>Passport:</u>	<u>05</u>
In person:	40
Phone:	11
Website:	02

In-depth Reference help included:

- Aided a patron in research regarding a specific type of guardianship
- Assisted patron in computer operation and word processor use
- Helped a patron access and operate Hoopla

Adult Events:

Total: 18 events with 133 attendees, including:

- Monday, December 1st: Movie Matinee, *Poms* (Attendance: 1)
- Tuesday, December 2nd: Book Club, *Time of the Child* (Attendance: 12)
- Saturday, December 4th: Crafternoon, *Holiday Card Workshop* with Sarah Nelson (Attendance: 18)
- Monday, December 8th: Movie Matinee, *The Best Christmas Pageant Ever* (Attendance: 1)
- Monday, December 15th: Movie Matinee, *Downton Abbey – The Grand Finale* (Attendance: 5)
- Wednesday, December 17th: *Celebrations and Holidays in Art* with Art for Your Mind (Attendance: 7)
- Thursday, December 18th: Mystery Book Club, *The Note* (Attendance: 5)
- Saturday, December 20th: Baking Club, *Cookie Swap* (Attendance: 1)
- Monday, December 22nd: Movie Matinee, *Carol (2015)* (Attendance: 1)
- Monday, December 29th: Movie Matinee, *The Roses* (Attendance: 3)
- Tuesdays, December 2nd, 9th, 16th, 23rd, and 30th. Knitting (5 events, total attendance: 57)
- Wednesdays, December 3rd, 10th, and 17th. Yoga (3 events, total attendance: 22)

Volunteers:

- 4 Youth Volunteers, 9 total volunteer hours
- 6 Adult Volunteers, 9 total volunteer hours
- 1 Senior Work off Volunteers, 10 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
- Pembroke Tree Lighting

Pembroke Public Library - Director's Monthly Report December 2025

Circulation	Dec 2023	Dec 2024	Oct 2025	Nov 2025	Dec 2025
Adults	3493	3357	3779	3297	3214
YA	243	244	289	279	282
Children	3317	3109	3743	3725	2906
TOTAL:	7053	6710	7811	7301	6402
OverDrive total / (OA total):	2482 / (766)	2620 / (485)	2702 / (2212)	2618 / (2112)	2549 / (2147)
Hoopla total:	347	527	634	645	599
Kanopy total:	64	61	103	138	73
NY Times total:	19	194	228	216	161
Online resources Usage	836	498	510	269	238
Museum Passes & Hotspot loans	40 + 14	32 + 7	41 + 11	40 + 9	44 + 9
Overdrive patron registration	21	27	33	19	22
Patrons registered new cards (IP)	59	68	65	71	49
Patrons registered new ecards	15	21	18	17	14
Mobile holds/renewals	**	412	501	458	431
Non-resident borrowing	1474	1382	1833	1866	1608
Items loaned to other libraries	1650	1561	2178	1762	1663
Item borrowed from other libraries	1172	1170	1335	1144	1026
ComCat loaned	22	21	22	19	22
ComCat borrowed	30 + 2	23 + 6	30 + 3	28 + 0	28 + 2
Passport applications	129	124	59	97	70
Visitor Count	6119	5782	7615	5942	6561
Meeting Room Usage (MR + TR)	28+10=38	32+19 =51	41+28=69	32+24=56	31+27=58

Collections	Dec 2023	Dec 2024	Oct 2025	Nov 2025	Dec 2025
Items added	656	590	395	270	598
Items discarded	403	621	868	200	288
Items marked Missing	10	12	9	3	0

Events	Dec 2023	Dec 2024	Oct 2025	Nov 2025	Dec 2025
Adult programs	14	15	19	14	18
Adult attendees	100	122	123	102	133
Youth events	20	20	24	17	22
Youth attendees	918	1099	1762	1070	1196

Computer Use	Dec 2023	Dec 2024	Oct 2025	Nov 2025	Dec 2025
Adult	252	257	212	225	269
Juvenile	197	249	257	339	238
Total	449	506	469	564	507
WiFi (Total Sessions)			1933	1507	1581

Staff and other news:

- We saw many building challenges and improvements in December including a roof leak, plumping issues, repair work to roof top unit #2, service to the automatic front doors, and various handyman jobs like painting touch-ups, mounting new soap dispensers, and building furniture.
- This month I submitted the Library's FY27 budget request materials to the Town Manager.
- I attended a Coffee and Conversation program at Senior Services with Library Aide Sarah. We were there to talk about the library offerings, specifically the Library of Things. Due to the holidays and continued poor road conditions we unfortunately did not have any attendees outside Senior Services staff and volunteers. I plan to attend a forthcoming Wednesday Morning Café, a new program hosted by Senior Services, to provide outreach and information about the Library to seniors.
- Thank you 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!