# Pembroke Public Library

Board of Library Trustees Meeting Minutes

Trustees Present: Sharon Stearns, Stephanie Ciciotti, Larissa Curley, Erin Columbare, Kathleen Benvie

Also Present: Library Director Julia Nee, Assistant Director Stephanie McBain, Foundation President Bob DeMarzo

May 20, 2026

## I. Call to Order

The meeting was called to order at 7:00 p.m. The Chair announced that the meeting was being audio recorded to assist in the preparation of accurate minutes. The Board welcomed newly elected Trustee Kathleen Benvie and proceeded with annual reorganization.

## II. Board Reorganization

Stephanie Ciciotti nominated Sharon Stearns for Chair and herself for Vice Chair. Sharon Stearns nominated Kathy Benvie for Treasurer. Erin Petti agreed to continue serving as Secretary. The slate was approved by unanimous consent.

## III. Foundation News

Foundation President Bob DeMarzo reported that five bids had been received for the proposed library expansion project. All bids exceeded the architect's estimates by a substantial margin. Trustees discussed inflation, tariffs, electrical and HVAC costs, and potential value-engineering options. The Foundation will meet with the architect in June to review plans and identify possible cost savings.

The Foundation welcomed new members Tara Gendreau-Lenaghan and Chris Perry. An update was also provided on the study pod project. Two study pods are scheduled for installation, and donor recognition plaques honoring Hilary Pike, Karen Boyle, James "Tiny" & Elaine Brown, Suzanne Cutler, Joanne Procaccini, and Geri O'Reilly were approved.

## IV. Friends of the Library Report

The Friends reported a successful spring fundraiser, including the raffle, bake sale, and book sale. Sales of the 'All Roads Lead to Pembroke' shirts exceeded expectations. The Friends also reported positive community feedback regarding the Little Free Libraries installed at the elementary schools.

## V. Approval of Previous Minutes

Motion to approve the March 18, 2026 meeting minutes by Larissa Curley; seconded by Erin Columbare. Motion passed, with correction to the spelling of Deborah Wall's name.

## VI. March Reports

Youth Services Report (March):
A total of 1,389 attendees participated in youth programming. Highlights included story times, scavenger hunts, and the Beginning Birding program, the first event in the Mass Cultural Council-funded Natural Wonders series. Trustees discussed teen and tween attendance trends and behavior management efforts.

Motion to accept the March Youth Services Report by Larissa Curley; seconded by Erin Columbare.

Adult Services Report (March):
The library offered 21 adult programs with 175 attendees. Highlights included Matt York's Highwaymen concert, which drew a strong Saturday audience, and Kevin Logan's Beer Can Museum presentation. Trustees also discussed PAC-TV outreach videos highlighting library services including the Seed Library, Library of Things, databases, and curbside services.

Motion to accept the March Adult Services Report with corrections by Erin Columbare; seconded by Stephanie Ciciotti.

Director's Report (March):
The Seed Library opened for the season and distributed approximately 1,200 seed packets during its first week. A new museum pass partnership with Maplewood Indoor Playground in Easton was added at no cost to the library, providing reduced admission to patrons. Additional updates were provided regarding circulation, outreach, and library services.

Motion to accept the March Director's Report by Sharon Stearns; seconded by Larissa Curley.

## VII. April Reports

Youth Services Report (April):
The library hosted 25 youth programs with approximately 2,735 attendees. Highlights included outreach visits, community partnerships, and the second year of the Neighborhood Forest program, which distributed 133 trees to 60 families.

Adult Services Report (April):
The library offered 17 adult programs with 128 attendees. Popular programs included knitting groups, Friends-sponsored yoga, and a quilling workshop led by Library Aide Sarah Nelson. Trustees discussed declining genealogy program attendance and plans to pause the program over the summer while exploring guest speakers and workshop-based formats for

the fall.

Motion to accept the April Adult Services Report by Sharon Stearns; seconded by Erin Columbare.

Director's Report (April):
The Director announced the hiring of Stephanie Hunt as a Library Aide after serving as a page since 2022. The library also submitted an FY27 Massachusetts Cultural Council Creative Experiences Grant proposal titled 'Season of Skill Building,' designed to provide patrons of all ages with opportunities to develop practical life skills.

Motion to accept the April Director's Report by Sharon Stearns; seconded by Larissa Curley.

## VIII. Financial Reports – March and April

The Board reviewed financial reports for both March and April. Discussion included operating budget performance, state aid, trust funds, capital projects, passport revenue trends, roof project expenditures, study pod funding, and FY27 planning. Trustees reviewed budget line items and ongoing capital-funded projects, including carpet replacement and facility improvements. The FY27 budget saw some increases; highlights include an increase to the books line and Assistant Librarian I line, allowing a new full-time position. The total appropriated amount for FY27 is $880,786, which meets the requirement for state certification.

Director Julia Nee requested votes on the last of the trust fund spending on materials for FY26. Julia requested to spend $109.93 from a Rosen invoice totaling $324.50 from the Irene Smith Trust for YA nonfiction and reference titles. Motion to accept this transfer made by Sharon Stearns; seconded by Stephanie Ciciotti. Julia also requested to spend $1,000 from an Ingram invoice totaling $1,332.75 from the Della Chiesa Trust on books. Motion to accept this transfer made by Erin Columbare; seconded by Stephanie Ciciotti.

Motion to accept the March and April Financial Reports by Stephanie Ciciotti; seconded by Sharon Stearns.

## IX. Building Updates

The Director reported that the roof replacement project was substantially complete, with only punch-list items and final inspections remaining. The library has begun replacing stained ceiling tiles and moving forward with carpet cleaning and replacement projects funded through capital appropriations. Study pod installation remained on schedule.

## X. New Business

Trustees discussed policy updates, community partnerships, donor recognition, long-range facility planning, and ongoing programming initiatives. Director Julia presented a new Online Presence Policy to replace both the current Social Media Policy and Web Link Policy.

This will be voted on in June. Julia also reviewed the Lending to Decertified Libraries Policy. No changes were suggested. Additional discussion focused on teen engagement, outreach efforts, and future grant opportunities.

## XI. Adjournment

The meeting adjourned at 8:56 p.m.