



Pembroke Public Library  
Trustees Meeting Agenda  
**May 20, 2026 at 7:00 PM**  
**Trustees' Room**

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

<https://us06web.zoom.us/j/82635814478>

**Meeting ID:** 826 3581 4478

**INTRODUCTION OF NEW TRUSTEES**

**REORGANIZATION OF THE BOARD**

**FRIENDS NEWS**

**FOUNDATION NEWS**

Guest Bob DeMarzo

**MINUTES OF PREVIOUS MEETING:**

March 18, 2026

**REPORTS:**

March Youth Services Report  
March Adults/Reference Report  
March Director's Report  
April Youth Services Report  
April Adults/Reference Report  
April Director's Report  
Financials

**OLD BUSINESS:**

Building Updates  
Library Trust Funds  
Study Pods

**NEW BUSINESS:**

FY26 State Aid  
FY27 Budget  
Social Media Policy  
Web Link Policy  
Online Presence Policy  
Lending to Decertified Libraries Policy

## Upcoming Events

**NEXT MEETING:**  
May 20, 2026

Any unscheduled business following the posting of the agenda

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

**Date:** March 18, 2026

**Time:** 7:00 PM

**Location:** Pembroke Public Library

**Trustees Present:** Sharon Stearns, Erin Petti (remote), Stephanie Ciciotti, Larissa Curley, Erin Columbare

**Also Present:** Library Director Julia Nee, Assistant Director Stephanie McBain, Friends representative Deborah Wall

### **I. Call to Order**

The meeting was called to order at 7:00 PM. Remote participation procedures and recording notice were announced.

### **II. Friends of the Library**

Memorandum of Understanding (MOU) between the Friends of the Pembroke Library and the Pembroke Public Library was reviewed and signed.

A formal vote was taken and approved unanimously by roll call.

Discussion included upcoming book sale (April 25) and raffle beginning March 28.

Update requested on Little Free Libraries; follow-up to occur.

### **III. Foundation Update**

Bidding process for library expansion underway; pre-bid walkthrough scheduled March 25.

Construction timeline expected to be determined by May 1.

Costs remain higher than anticipated; fundraising continues.

Construction will cause temporary service disruptions (noise, relocation of collections, limited access).

### **IV. Approval of Minutes**

Motion to approve February meeting minutes – Stephanie Ciciotti, Seconded by Sharon Stearns.

Approved unanimously by roll call.

### **V. Reports**

Youth Services: Successful February programming including Mini Golf and ASL Family Bingo.

Motion to approve report, Erin Columbare, Seconded by Sharon Stearns

Adult Services: Strong attendance at author talks, knitting, and baking club.

Motion to approve report, Larissa Curley, Seconded by Erin Columbare

Director's Report: Library closed 2.5 days due to storm; staff appreciation noted; positive community feedback received.

Motion to approve report, Erin Columbare, Seconded by Sharon Stearns

All reports accepted by unanimous roll call votes.

## **VI. Financials**

Financial report reviewed; no major concerns.

Town requested postponement of non-essential spending due to snow removal costs.

Motion to approve, Sharon Stearns, Seconded by Larissa Curley

Financials passed unanimously by roll call.

## **VII. Building Updates**

Roof repairs scheduled to begin; restroom renovations underway.

Library will remain open with minor disruptions.

Additional maintenance improvements completed.

## **VIII. Policies**

Updated Room Use Policy presented to comply with accessibility requirements.

Includes study pod reservation procedures.

Motion to approve, Erin Columbare, Seconded by Sharon Stearns, passed unanimously by roll call.

## **IX. New Business**

Book donation bin approved for installation after roof project.

Teen behavior concerns discussed extensively.

Actions taken include parent communication, police coordination, staff training, and temporary bans.

Additional community-wide collaboration recommended.

## **X. Upcoming Events**

Various programs announced including Beer Can Museum event and youth programming.  
Legislative coffee hour rescheduled.

**XI. Next Meeting**

April meeting canceled due to scheduling conflicts.  
Next meeting scheduled for May 20, 2026.

**XII. Adjournment**

Meeting adjourned at 8:22 PM.

## Youth Services Report to the Trustees: March 2026

Submitted April 3, 2026 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 - 5)	9	269	210
Baby Lapsit (ages 0 - 2)	4	106	104
LEGO Club	1	13	6
Puppy Dog Tales	1	10	9
Saturday Storytime (ages 4 - 8)	1	6	7
Beginning Birding (ages 6 - 11)	1	6	6
Scavenger Hunt: Butterfly Colors	1 (passive)	559	n/a
T(w)een Night (ages 11 - 16)	1	6	n/a
Take & Make: Garden Gnome Scenes (ages 12 - 18)	1 (passive)	72	n/a
<b>AGE GROUP TOTALS</b>	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	13	375	314
<i>Kids Program (ages 6-11) Total</i>	5	594	28
<i>Teen Program (ages 12-18) Total</i>	2	78	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
<b>TOTALS</b>	<b>20 programs</b>	<b>1,047 youth</b>	<b>342 adults</b>
		<b>1,389 attendees</b>	
Number of Volunteers	2 adult volunteers		
Volunteer Hours	2 volunteer hours		

### March Program Highlights:

--Beginning Birding was generously supported by a grant from the Mass Cultural Council for our series of "Natural Wonders" programming. The next youth event in this series will be Angora Wool Spinning for teens, to be hosted in June.

--While the numbers look "small" for our T(w)een Nights, we've seen we're making a big impact! Our core group of attendees from Anime Club have stayed and more teens are testing the waters and making friends at these low-key, participant-driven events.

### Other:

--Attended South Shore Family Network Advisory Council Meeting via Zoom as Chairperson.

--Attended meeting to coordinate Library visits to this year's Farmers Market. The Library will be represented at four Markets and will present and Storytime and craft at three of these.

--Attended and presented at all-staff meeting. Guided guest speaker, Christi Farrar, on tour of youth areas in the Library to identify current strengths and possible opportunities to be an even more welcoming space.

# March 2026 Reference/Adult Services Report

Peter Santore  
05/21/2026

## Reference Requests (Reference Desk only):

<b><u>Total requests:</u></b>	<b><u>69</u></b>
General information:	12
Technology:	51
Research:	02
Item Requests:	01
<u>Passport:</u>	<u>03</u>
In person:	54
Phone:	10
Email:	01
Website:	04

## In-depth Reference help included:

- Located information and documents relating to historical road documentation
- Aided patron in locating and accessing personal land documents
- Assisted patron in operating word processor

## Adult Events:

### **Total: 21 events with 175 attendees, including:**

- Monday, March 2nd: Movie Matinee, *Spotlight* (Attendance: 2)
- Tuesday, March 3rd: Book Club, *Memorial Days* (Attendance: 14)
- Monday, March 9th: Movie Matinee, *A Star without a Star* (Attendance: 2)
- Wednesday, March 11th and 18th: *Sing Happy: A Webinar* with Roz Kubek (2 Events, Total Attendance: 14)
- Thursday, March 12th: Adult Craft Night, *Collage Workshop* with Sarah Nelson (Attendance: 9)
- Saturday, March 14th: *The Highwaymen: A Concert* with Matt York (Attendance: 33)
- Monday, March 16th: Movie Matinee, *Marshall* (Attendance: 3)
- Thursday, March 19th: Mystery Book Club, *Count My Lies* (Attendance: 3)
- Thursday, March 19th: *Kevin Logan's Beer Can Museum* with Kevin Logan (Attendance: 15)
- Monday, March 23rd: Movie Matinee, *Audrey's Children* (Attendance: 2)
- Thursday, March 26th: Genealogy Club (Attendance: 1)
- Tuesdays, March 3rd, 10th, 17th, 24th, and 31st: Knitting (5 Events, Total Attendance: 52)
- Wednesdays, March 4th, 11th, 18th, and 25th: Yoga (4 events, total attendance: 25)

## Volunteers:

- 6 Youth Volunteers, 24 total volunteer hours
- 6 Adult Volunteers, 12 total 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
- Preparing for Adult Summer Reading

## Outreach:

- Town Hall Visit and Notice Board Update
- Grocery Store and Post Office Community Boards Update
- PACTV PSA Day: *Seed Library*

## Director's Report March 2026

<b>Circulation</b>	<b>March 2024</b>	<b>Mar 2025</b>	<b>Jan 2026</b>	<b>Feb 2026</b>	<b>Mar 2026</b>
Adults	3971	3979	3878	3523	3841
YA	312	346	318	352	368
Children	4370	4613	3457	3612	4410
TOTAL:	8653	8938	7653	7487	8619
OverDrive total / (OA total):	2753 / (841)	2844 / (2229)	3030 / (2323)	2564 / (1994)	2911 / (2218)
Hoopla total:	474	696	692	651	763
Kanopy total:	140	105	105	105	126
NY Times total:	17	283	511	505	798
Online resources Usage	605	848	384	306	166
Museum Passes & Hotspot loans	49 + 10	49 + 8	54 + 11	31 + 8	54 + 12
Overdrive patron registration	34	29	41	24	19
Patrons registered new cards (IP)	101	113	73	66	93
Patrons registered new ecards	20	27	19	14	25
Mobile holds/renewals	375	491	549	520	540
Non-resident borrowing	1764	1840	1657	1658	2055
Items loaned to other libraries	2037	2009	1788	1688	2011
Item borrowed from other libraries	1193	1297	1234	1149	1391
ComCat loaned	15	20	15	14	13
ComCat borrowed	15 + 2	57 + 2	31 + 0	36 + 1	38 + 2
Passport applications	143	151	139	108	117
Visitor Count	7627	8522	6962	6919	8575
Meeting Room Usage (MR + TR)	39+15 = 54	42+26 = 68	32+33 = 65	34+21 = 55	41+20 = 62

<b>Collections</b>	<b>March 2024</b>	<b>Mar 2025</b>	<b>Jan 2026</b>	<b>Feb 2026</b>	<b>Mar 2026</b>
Items added	334	561	537	403	348
Items discarded	431	1533	326	499	1876
Items marked Missing	17	28	4	20	9

<b>Events</b>	<b>March 2024</b>	<b>Mar 2025</b>	<b>Jan 2026</b>	<b>Feb 2026</b>	<b>Mar 2026</b>
Adult programs	15	21	16	15	21
Adult attendees	152	154	125	171	175
Youth events	27	26	21	22	20
Youth attendees	1254	1388	1189	1378	1389

<b>Computer Use</b>	<b>March 2024</b>	<b>Mar 2025</b>	<b>Jan 2026</b>	<b>Feb 2026</b>	<b>Mar 2026</b>
Adult	323	307	270	257	360
Juvenile	277	337	352	333	450
Total	600	644	622	590	810
WiFi (Total Sessions)		1631	1559	1560	2070

### Staff and other news:

- The beginning of the month saw continuing issues with the roof, but much to everyone's relief, work began on the full replacement project at the end of the month! The project will hopefully be completed by the end of April. We also saw the install of new restroom partitions in March.
- The Seed Library opened for the season on March 20, the first day of spring! Community feedback has been amazing so far, and in the first week couple weeks the seed library was open we estimate the community borrowed 1,200 seed packets! Thank you to Assistant Librarians Cory and Kiki for leading this project, Library Aide Parker for repainting the seed library itself, and all the other staff who helped prep seed packets and make this resource possible.
- Upon community request, we added a new museum pass to Maplewood Indoor Outdoor Playground in Easton.
- The town's new website went live! I spent time transferring Library/Trustee materials and learning the new system.
- I worked with Community Services Director Lance Kennedy and Deputy Police Chief Wendy LaPierre to send out a letter through the schools to Pembroke parents. We had a series of incidents with teens involving dangerous and disruptive behavior at the Library, Community Center, and in Pembroke Center. The goal of the letter was to invite parents to collaborate with us and help teens use the community spaces safely and respectfully.
- We had an all staff meeting, which was highlighted by a training with MLS Consultant Christi Showman Farrar on understanding teen behavior and figuring out methods to best deal with challenging teen behaviors.

## Youth Services Report to the Trustees: April 2026

Submitted May 9, 2026 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 - 5)	4	118	88
Baby Lapsit (ages 0 - 2)	5	142	140
Storytime with Magical Years (ages 2 - 5)	1	12	12
Storytime with Through Me to You Puppetry (ages 2 - 5)	1	42	41
Playtime (ages 2 - 5)	1	19	14
Magical Years Storytimes (ages 0 - 5) (off-site)	3	94	16
LEGO Club	1	12	7
Puppy Dog Tales	1	9	8
Saturday Storytime (ages 4 - 8)	1	3	4
Scavenger Hunt: Who's Hatching?	1 (passive)	581	n/a
Hobomock Grade 1 Storytime (off-site)	1	48	6
NPES Grade 1 Storytime (off-site)	1	56	6
T(w)een Night (ages 11 - 16)	1	7	n/a
Cards for Hospitalized Kids (ages 12 - 18)	1	9	n/a
Take & Make: Beginner's Spring Sewing (ages 12 - 18)	1 (passive)	48	n/a
Neighborhood Forest (all ages)	1 (passive)	133	60
<b>AGE GROUP TOTALS</b>	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	15	427	311
<i>Kids Program (ages 6-11) Total</i>	6	709	31
<i>Teen Program (ages 12-18) Total</i>	3	64	n/a
<i>General Audience (all ages) Total</i>	1	133	60
<b>TOTALS</b>	<b>25 programs</b>	<b>1,333 youth</b>	<b>402 adults</b>
		<b>1,735 attendees</b>	
Number of Volunteers	<b>1 adult volunteer</b>		
Volunteer Hours	<b>1 volunteer hour</b>		

### April Program Highlights:

- Miss Cory performed her first off-site storytime visits to rave reviews from Magical Years!
- In our second year partnering with Neighborhood Forest, we had 45% more participants.
- Key Club volunteers created dozens of cards, both thoughtful and silly, to send to the organization Cards for Hospitalized Kids. Some even brought pre-made cards to donate before the event began.

### Other:

- Revamped "Spotlight" book display for Young Adult books to feature multiple themes per month.
- Finalized summer reading suggestion lists for K-6 students.
- Enacted new furniture layout for Baby Lapsits; weekly groups are now large enough that we need to temporarily move furniture pieces to another location for the event.

## Reference Requests (Reference Desk only):

<b><u>Total requests:</u></b>	<b><u>57</u></b>
General information:	19
Technology:	33
Research:	02
<u>Passport:</u>	<u>03</u>
In person:	47
Phone:	08
Email:	01
Website:	01

## In-depth Reference help included:

- Provided genealogy research support for a patron
- Assisted patron in locating and accessing ESL learning lessons
- Aided patron in recovering account information for several websites

## Adult Events:

### **Total: 17 events with 128 attendees, including:**

- Monday, April 6th: Movie Matinee, *Boiling Point* (Attendance: 3)
- Tuesday, April 7th: Book Club, *The Women on Platform Two* (Attendance: 14)
- Wednesday, April 8th: *A Poetry Safari* with Roz Kubek (Attendance: 6)
- Saturday, April 11th: Baking Club, *Carrots* (Attendance: 3)
- Monday, April 13th: Movie Matinee, *What's Love Got to Do with It?* (Attendance: 1)
- Thursday, April 16th: Mystery Book Club, *Heartwood* (Attendance: 3)
- Thursday, April 16th: Craft Night, *Paper Quilling Workshop* with Sarah Nelson (Attendance: 15)
- Thursday, April 23rd: *Rebecca Road: An Author Talk* with Mary Ford (Attendance: 6)
- Thursday, April 30th: Genealogy Club (Attendance: 1)
- Tuesdays, April 7th, 14th, 21st, and 28th: Knitting (4 events, total attendance: 51)
- Wednesdays, April 1st, 8th, 15th, 22nd, and 29th: Yoga (5 events, total attendance: 25)

## Volunteers:

- 6 Youth Volunteers, 12 total volunteer hours
- 6 Adult Volunteers, 10 total 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
- Preparing for Adult Summer Reading

## Outreach:

- Town Hall Visit and Notice Board Update
- Grocery Store and Post Office Community Boards Update

## Director's Report April 2026

<b>Circulation</b>	<b>April 2024</b>	<b>Apr 2025</b>	<b>Feb 2026</b>	<b>Mar 2026</b>	<b>Apr 2026</b>
Adults	3907	3746	3523	3841	3759
YA	360	321	352	368	346
Children	4159	4038	3612	4410	5368
TOTAL:	8426	8105	7487	8619	8473
OverDrive total / (OA total):	2585 / (845)	2681/(2231)	2564 / (1994)	2911 / (2218)	2794 / (2141)
Hoopla total:	509	597	651	763	717
Kanopy total:	37	75	105	126	108
NY Times total:	51	301	505	798	1157
Online resources Usage	404	737	306	166	542
Museum Passes & Hotspot loans	61 + 8	62 + 9	31 + 8	54 + 12	61 + 10
Overdrive patron registration	40	30	24	19	27
Patrons registered new cards (IP)	105	106	66	93	100
Patrons registered new ecards	30	26	14	25	20
Mobile holds/renewals	463	441	520	540	604
Non-resident borrowing	1789	1585	1658	2055	1794
Items loaned to other libraries	1865	1918	1688	2011	1831
Item borrowed from other libraries	1195	1212	1149	1391	1301
ComCat loaned	25	17	14	13	22
ComCat borrowed	27 + 3	52 + 6	36 + 1	38 + 2	19 + 2
Passport applications	135	129	108	117	122
Visitor Count	8121	7277	6919	8575	8093
Meeting Room Usage (MR + TR)	40+12 = 52	41+34 = 75	34+21 = 55	41+20 = 62	30+27 = 57

<b>Collections</b>	<b>April 2024</b>	<b>Apr 2025</b>	<b>Feb 2026</b>	<b>Mar 2026</b>	<b>Apr 2026</b>
Items added	476	559	403	348	495
Items discarded	322	818	499	1876	661
Items marked Missing	12	27	20	9	12

<b>Events</b>	<b>April 2024</b>	<b>Apr 2025</b>	<b>Feb 2026</b>	<b>Mar 2026</b>	<b>Apr 2026</b>
Adult programs	18	20	15	21	17
Adult attendees	156	180	171	175	128
Youth events	28	23	22	20	25
Youth attendees	1117	1142	1378	1389	1735

<b>Computer Use</b>	<b>April 2024</b>	<b>Apr 2025</b>	<b>Feb 2026</b>	<b>Mar 2026</b>	<b>Apr 2026</b>
Adult	422	262	257	360	300
Juvenile	238	259	333	450	365
Total	660	521	590	810	665
WiFi (Total Sessions)		1589	1560	2070	1779

### Staff and other news:

- We hired a new Library Aide, Stephanie Hunt, who has been a Library Page here since 2022! Stephanie's familiarity with the Library, our services, and patrons has made the transition as seamless as possible.
- I continued to work with the Town Manager on the Library's FY27 budget; given the fiscal constraints, I'm largely pleased with the budget to be presented at town meeting as it includes funds for an additional full-time position, increased funding to our books and materials line, and increased funding for building maintenance.
- Building work continued this month – the roof replacement project was completed (wahoo!), the front automatic door opener were repaired, we had a new phone installed at the main desk, and the dented restroom partition was replaced.
- On behalf of the Library, I submitted a grant application for the Massachusetts Cultural Council for their FY27 Creative Experiences Grant. Our proposal is for a program series called "Season of Skill Building." The mission of this series is to offer a wide variety of opportunities for patrons of all ages to develop, hone, and discover practical life skills. Life skills build critical thinking and creative problem solving, allowing individuals to address questions ranging from, "What should I make for dinner?" to "How can I write my own computer program?" The events and programs selected for this series will aim to empower community members by bringing in professionals to teach these skills and, in doing so, cultivating independence and fostering confidence in their abilities to meet and overcome challenges of all kinds.