

Pembroke Public Library
Board of Library Trustees Meeting Minutes

Date: November 19, 2025

Time: 7:17 p.m.

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

I. Call to Order

The meeting was called to order at 7:17 p.m. 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. Trustee Erin Petti participated via Zoom under the provisions of 940 CMR 29.10; 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

The Director reported on Friends' activities, including:

- Trim-a-Tree Fundraiser ongoing, ending November 26.
- Ornament sale with over 50 sold.
- Fall Book Sale raised approximately \$1,095.

- Director appeared on Pembroke Chamber of Commerce podcast with Friends members.

IV. Foundation News

The Foundation transferred approximately \$400,000 to the Town's account to fund architectural work. Fundraising continues with new renderings displayed near the Children's Room.

V. Approval of Minutes

Motion by Sharon Stearns to approve the minutes of the October 15, 2025 meeting; seconded by Larissa Curley. Approved unanimously by roll call.

VI. Reports

A. Youth Services Report

Bootacular event attracted nearly 300 attendees with activities including balloon artists and cross-department collaboration. Anime Club transitioned into Tween Club. Motion to accept by Sharon, seconded by Linda. Passed unanimously.

B. Adult Services/Reference Report

Movie attendance trending downward; staff will monitor and consider adjustments. Successful collaboration with Senior Services with Art for Your Mind series. Session one was at the Community Center and Session two will take place in December at the Library. Motion to accept by Sharon; seconded by Erin Columbare. Passed unanimously.

C. Director's Report

New staff safety panic-button system installed. Significant increases in October usage stats, especially considering how challenging it was at times to get to the Library while work on Center Street and our driveway was ongoing. Passport activity rebounding from a few slow months. HVAC adjustment ongoing. Motion to accept by Sharon; seconded by Linda. Passed unanimously.

D. Financial Report

Library officially certified by MBLC. Received first portion of State Aid totaling \$24,552.87. Motion to accept by Linda; seconded by Larissa. Passed unanimously.

VII. Old Business

A. Building Updates:

- New water fountains installed; touch-up painting pending.
- Exterior doors partially installed; replacement glass pending.
- Driveway bump fixed.
- YA furniture color match in progress.
- Friends approved modifying lounge furniture order to replace beanbags with chairs due to maintenance concerns.
- Graffiti incident in restrooms discussed; new restroom partitions approved with "Dovetail" anti-graffiti finish.

B. Library Trust Funds: No updates at this time. Approved book purchases and possibly approved furniture purchases will be reflected in next month's financial report.

C. Safe Child Policy: Updated age ranges for independent library use after last meeting's suggestions by the Trustees. Motion to accept by Stephanie; seconded by Erin Columbare. Passed unanimously.

D. Missing Child Policy: Removed as redundant. Motion to accept by Stephanie; seconded by Linda. Passed unanimously.

E. Director's Annual Evaluation: Staff surveys due Dec. 5. Trustees to complete evaluations before next meeting. Special meeting scheduled for Dec. 10.

VIII. New Business

A. FY27 Action Plan: The FY27 action plan is the required yearly update to the strategic plan due every winter to the MBLC. The Action Plan lays out specific goals and actions for the

upcoming fiscal year. Motion to accept by Stephanie; seconded by Sharon. Passed unanimously

B. Upcoming Events: A new Tiny Art Show program is underway, art will be displayed December 22-January 20. Many upcoming Saturday storytimes, including at the Tree Lighting and a nutcracker ballet storytime with the Pembroke School of Performing Arts. Events are posted on the Library's online calendar once they are finalized, but the paper calendars are not printed until the week or so before the start of a new month. Events are also posted on the town calendar and on the Library's social media.

IX. Adjournment

Meeting adjourned at 8:51 p.m. by unanimous roll call.

Next Meeting: December 10, 2025 (Special Meeting)
Regular Meeting: December 17, 2025

Respectfully submitted,
Erin Petti, Secretary
Pembroke Public Library Board of Trustees

Approved by the Board of Trustees on: December 17, 2025