



Pembroke Public Library  
Trustees Meeting Agenda  
**November 19, 2025 at 7:15 PM**  
**Trustees' Room**

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

<https://us06web.zoom.us/j/88586209869>

**Meeting ID: 885 8620 9869**

**FRIENDS NEWS**

**FOUNDATION NEWS**

**MINUTES OF PREVIOUS MEETING:**

October 15, 2025

**REPORTS:**

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

**OLD BUSINESS:**

Building Updates  
Library Trust Funds  
Safe Child Policy  
Report of Missing Child Policy  
Director's Annual Performance Evaluation

**NEW BUSINESS:**

FY27 Action Plan  
Upcoming Events

**NEXT MEETING:**

December 17, 2025

Any unscheduled business following the posting of the agenda

## **Pembroke Public Library**

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

Date: October 15, 2025

Time: 7:00 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 7:04 p.m. by Chair Stephanie Ciciotti.

#### **II. Attendance**

Trustees Present: Linda MacDonald, Larissa Curley, Sharon Stearns, Stephanie Ciciotti

Trustees Absent: Erin Petti, Erin Columbare

Library Director: Julia Nee

Assistant Director: Stephanie McBain

Guests: Bob DeMarzo

A quorum was present.

#### **III. Foundation Report**

There is a Special Town Meeting vote scheduled for October 21, 2025. The Foundation continues to prepare for post-approval fundraising and outreach. Plans include updated visuals and community awareness campaigns once the town funding component is finalized. Additional donor interest remains strong, and coordination with the architectural team is ongoing to ensure design alignment with the Local History Room and other project goals.

#### **IV. Friends of the Library Report**

- The Friends' Fall Book Sale will take place on October 18, 2025.
- Scouts completed repairs and painting of the Little Free Libraries at all three elementary schools.
- The new 'Trim-a-Tree for the Library' fundraiser launched successfully, with trees distributed for decorating and set to be auctioned in November.
- The first batch of 2025 ornaments featuring Herring Run will be on sale soon.

#### **V. Approval of Minutes**

Motion to approve minutes for the September 17, 2025 meeting by Sharon Stearns, seconded by Linda. Accepted with amendments.

Approved passed unanimously.

## **VI. Reports**

A. Youth Services – October programs continued to see strong attendance. Storytimes remain popular, with special Halloween and fall-themed programs planned. Motion to accept by Linda and seconded by Larissa.

Report passed unanimously.

B. Adult Services and Reference – Board Game Night attendance increased slightly, and the Baking Club continues to draw interest. Additional adult programs, including poetry night and Boston Tea Party historical event and tea tasting, were successful. Motion to accept by Sharon seconded by Larissa.

Report passed unanimously.

C. Director's Report – The Director provided updates on staffing (including annual reviews for all full-time staff and training for all staff on privacy and confidentiality), upcoming programs, and library outreach efforts. The HVAC system continues to operate efficiently, and several building maintenance projects are ongoing. Motion to accept by Linda seconded by Sharon.

Report passed unanimously.

D. Financial Report – The Library's spending remains on track. Material expenditures and technology upgrades are within approved limits. Passport and gift revenues remain steady. Motion to accept Sharon, seconded by Larissa.

The Financial Report passed unanimously.

## **VII. Old Business**

- A. Building Updates – The Director reported that initial roof replacement bids were very high, necessitating a new request at the upcoming Special Fall Town Meeting. Work should still be scheduled to begin before winter. Preparations continue for FY27 capital project requests, including window replacement, automatic door openers, and lighting updates.
- B. Library Trust Funds – The Director presented invoices for approval for large print book purchases from the Edna Raistrick trust funds. Invoices total \$253.54 from 6 invoices for 9 titles. Motion to accept Stephanie, seconded by Larissa. Trustees voted unanimously to approve the expenditures.
- C. Library Use Policy – Julia presented the updated Library Use Policy. Motion to accept Sharon, seconded by Linda. The Library Use Policy passed unanimously.

## **VIII. New Business**

- A. Child Safe Policy and Report of a Missing Child Policy – Julia presented a revised Child Safety Policy, updating the ages at which children may use library independently and how staff will handle after hours and emergency events. Also proposed removing the separate Report of a Missing Child Policy, since this is a section of the Child Safe Policy. Having 2 policies are duplicative and could lead to the policies being in conflict with each other. To be voted next month.

- B. 2026 Library Closings – A proposed schedule of library closing for calendar year 2026 was presented. Motion to accept the proposed dates made by Stephanie, seconded by Linda. The proposed dates passed unanimously.
- C. Teen Lounge Upgrades – Julia presented a proposal for upgrades to the teen room, including 12 new comfy seating options for the lounge side of the teen room. The cost would be about \$2,421.40, and the Friends have agreed to sponsor this improvement. The Darling Trust have agreed to sponsor an upgrade on the study side of the teen space, including 2 new tables and 8 chairs for about \$2,370.48. There was a conversation about making sure we were adding teen appropriate furniture that would match with the teen lounge and rest of the library. Motion to accept the proposal by Sharon, seconded by Linda. The proposal passed unanimously.
- D. Upcoming Events – The Director shared details of upcoming programs, including the Friends’ book sale, Halloween presentation with the Greater Boston Paranormal Association about the USS Salem, and the annual BOOtacular event in collaboration with Pembroke Senior services for families featuring treats, candy, balloon twisting, face painting, and more.
- E. Director’s Annual Evaluation - The Board discussed preparations for the Director’s annual review, scheduled for November. No public comments were received.

#### **IX. Adjournment**

With no further business, the meeting was adjourned at 8:55 p.m.

Next Meeting: November 19, 2025

Respectfully submitted,

Erin Petti, Secretary  
Pembroke Public Library Board of Trustees

Approved by the Board of Trustees on: November 19, 2025

# Youth Services Report to the Trustees: October 2025

Submitted November 3, 2025 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	5	126	90
Playtime (ages 2 – 5)	2	39	42
Baby Lapsit (ages 0 – 2)	5	122	110
LEGO Club	1	23	14
Puppy Dog Tales	1	11	8
Chess Club	1	2	2
NPES Grade 1 Storytime (off-site)	1	56	6
Bryantville Grade 1 Storytime (off-site)	1	61	6
Witch’s Storytime (age 4 – 8)	1	9	6
Writing Workshop with Erin Petti	1	12	n/a
Scavenger Hunt: Magical Mixtures (colors)	1 (passive)	384	n/a
Nostalgia Night (ages 11 – 16)	1	4	n/a
Take & Make: Beginner's Macramé Ghost (ages 12–18)	1 (passive)	84	n/a
BOOtacular (families and youth)	1	188	102
Farmers Market + Storytime	1	170	85
<b>AGE GROUP TOTALS</b>	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	12	287	242
<i>Kids Program (ages 6-11) Total</i>	8	558	42
<i>Teen Program (ages 12-18) Total</i>	2	88	n/a
<i>General Audience (all ages) Total</i>	2	358	187
<b>TOTALS</b>	<b>24 programs</b>	<b>1,291 youth</b>	<b>471 adults</b>
		<b>1,762 attendees</b>	
Number of Volunteers	13 teens + 4 adults = <b>17 volunteers</b>		
Volunteer Hours	32.5 teen hour + 4 adult hours = <b>36.5 volunteer hours</b>		

## October Program Highlights:

--Our 11<sup>th</sup> annual BOOtacular brought in many patrons in cute (or spooky) costumes. This year featured a local balloon artist, a local face painter, our Giant Feed the Woozle game (now available for patrons to checkout), and many more activities at the Library and at Senior Services in the Community Center.

--T(w)een Nostalgia Night brought in new youth attendees so we’re transforming Anime Club into a general T(w)een Club (official name pending) with a variety of activities available each month.

## Other:

--The Library is doing an all ages Tiny Art Show! Kits (put together by teen volunteers) can be picked up through November 22<sup>nd</sup>. Patrons may drop off their Tiny Art from December 1<sup>st</sup> – 13<sup>th</sup> and all pieces will be displayed in the Tiny Art Show December 22<sup>nd</sup> - January 20<sup>th</sup>.

## Reference Requests (Reference Desk only):

<u>Total requests:</u>	<b>075</b>
General information:	011
Technology:	058
<u>Passport:</u>	<u>006</u>
In person:	062
Phone:	011
Email:	001
Website:	001

## In-depth Reference help included:

- Located patron accessible resources for upcoming Library and non-Library events
- Educated patron in Libby and how Amazon e-books obtain through Libby function
- Provided assistance to patrons attempting to print directly from a USB stick

## Adult Events:

### **Total: 19 events with 123 attendees, including:**

- Monday, October 6th: Movie Matinee, *Superman* (Attendance: 1)
- Tuesday, October 7th: Book Club, *The Lion Women of Tehran* (Attendance: 13)
- Saturday, October 11th: Baking Club (Attendance: 3)
- Tuesday, October 14th: *The North and South Rivers* with Charlie Naff (Attendance: 4)
- Wednesday, October 15th: *American Art Explored* with Art for Your Mind (Attendance: 15)
- Thursday, October 16th: Mystery Book Club, *Society of Lies* (Attendance: 3)
- Monday, October 20th: Movie Matinee, *Alien Romulus* (Attendance: 1)
- Wednesday, October 22nd: *Ghost of the USS Salem* with Don DeCristofaro (Attendance: 7)
- Monday, October 27th: Movie Matinee, *Us* (Attendance: 1)
- Tuesday, October 28th: Genealogy Night (Attendance: 1)
- Tuesdays, October 7th, 14th, 21st, and 28th. Knitting (4 events, total attendance: 38)
- Wednesdays, October 1st, 8th, 15th, 22nd, and 29th. Yoga (5 events, total attendance: 36)

## Volunteers:

- 6 Youth Volunteers, 20 total volunteer hours
- 6 Adult Volunteers, 15 total volunteer hours
- 1 Senior Work off Volunteers, 5 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

## Pembroke Public Library - Director's Monthly Report October 2025

Circulation	Oct 2023	Oct 2024	Aug 2025	Sept 2025	Oct 2025
Adults	4079	3629	4255	3610	3779
YA	326	371	431	285	289
Children	4012	3453	4324	3641	3743
TOTAL:	8417	7453	9010	7536	7811
OverDrive total / (OA total):	2672 / (766)	2626 / (556)	2814/ (2243)	2637 / (2102)	2702 / (2212)
Hoopla total:	400	542	642	629	634
Kanopy total:	84	45	66	115	103
NY Times total:	8	161	168	153	228
Online resources Usage	1060	683	601	218	510
Museum Passes & Hotspot loans	28 + 9	44 + 7	104 + 9	35 + 10	41 + 11
Overdrive patron registration	27	26	25	30	33
Patrons registered new cards (IP)	92	71	111	97	65
Patrons registered new ecards	7	8	17	17	18
Mobile holds/renewals	505	451	465	529	501
Non-resident borrowing	1732	1521	1710	1549	1833
Items loaned to other libraries	1823	1962	1942	2221	2178
Item borrowed from other libraries	1433	1209	1277	1182	1335
ComCat loaned	13	21	28	26	22
ComCat borrowed	35 + 4	35 + 3	29 + 1	37 + 0	30 + 3
Passport applications	109	74	100	78	59
Visitor Count	6999	7894	7687	6690	7615
Meeting Room Usage (MR + TR)	40+12=52	37+20=57	33+21=54	35+28=63	41+28=69

Collections	Oct 2023	Oct 2024	Aug 2025	Sept 2025	Oct 2025
Items added	407	397	471	465	395
Items discarded	755	495	682	705	868
Items marked Missing	13	28	25	9	9

Events	Oct 2023	Oct 2024	Aug 2025	Sept 2025	Oct 2025
Adult programs	16	19	14	19	19
Adult attendees	145	177	100	137	123
Youth events	28	32	29	23	24
Youth attendees	1175	1494	1437	1627	1762

Computer Use	Oct 2023	Oct 2024	Aug 2025	Sept 2025	Oct 2025
Adult	260	363	247	248	212
Juvenile	213	226	387	273	257
Total	473	589	634	521	469
WiFi (Total Sessions)			1555	1722	1933

### Staff and other news:

- In October we faced some access challenges to the Library, while construction took place along Center Street and at the beginning of our driveway. Patrons and staff were flexible about using alternative routes to the Library, like parking in the Community Center lot. This limited access was frustrating, but absolutely worth it now that the jarring bump at the driveway entrance is gone!
- We had 2 new water fountains with filters and water bottle filling stations installed.
- I attended the Special Town Meeting this month, where the Library had two requests in Article 2 for capital projects. We were appropriated \$300,000 for the Children's Room Expansion project and \$110,000 for supplemental funding for the rood replacement project.
- I want to share a huge thank you to Elliot and the students from Silver Lake Career & Technical Education who built us a custom platform for one of our trashcans
- In October to increase staff safety, we added the Little Green Button, a discreet, onscreen panic button staff can use to ask for backup during challenging encounters or just assistance when the line at the desk gets long