



Pembroke Public Library
Trustees Meeting Agenda
October 15, 2025 at 7:00 PM
Trustees' Room

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

<https://us06web.zoom.us/j/86597594867>

Meeting ID: 865 9759 4867

FRIENDS NEWS

FOUNDATION NEWS

MINUTES OF PREVIOUS MEETING:

September 17, 2025

REPORTS:

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

OLD BUSINESS:

Building Updates
Library Trust Funds
Library Use Policy

NEW BUSINESS:

Safe Child Policy
Report of Missing Child Policy
2026 Library Closings
Teen Lounge Upgrades
Upcoming Events
Director's Annual Performance Evaluation

NEXT MEETING:

November 19, 2025

Any unscheduled business following the posting of the agenda

Pembroke Public Library

Board of Library Trustees Meeting Minutes

Date: September 17, 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 7:00 p.m. by Larissa. The meeting was held in accordance with 940 CMR 29.10 permitting remote participation. Trustee Erin Columbare attended via Zoom.

II. Attendance

Trustees Present: Larissa Curley, Linda MacDonald, Sharon Stearns, Erin Petti

Library Director: Julia Nee

Staff Present: Stephanie McBain

Guests: Bob DeMarzo (Library Foundation representative)

A quorum was present.

III. Foundation Report

Bob provided an update on the Library Foundation's fundraising and expansion plans:

- The Foundation remains committed to the 2,700 sq. ft. expansion, with approximately \$1 million currently in reserves.
- The town's Special Town Meeting on October 21, 2025, will include a \$300,000 capital article supporting the project, funded through free cash.
- The Finance Committee and Select Board have both recommended the article. Foundation members will attend town meeting for support.
- A rendering of the proposed expansion will be displayed at town meeting.
- A new donor has expressed interest in sponsoring the Local History Room; other memorial and business donations are under discussion.
- The Library will receive a \$40,000 earmark from Senator Fernandes for study rooms in collaboration with the schools.
- Donation campaign will launch after the town meeting, including visual fundraising materials.
- Plans include improved signage, seal coating, and minor re-striping of the parking lot to add spaces.

IV. Friends of the Library Report

- Friends and local scouts will repair and repaint Little Free Libraries at all three elementary schools by October 18.
- The Friends' Fall Book Sale will be held Saturday, October 18, 2025.
- A new fundraiser, "Trim-a-Tree for the Library," will invite participants to decorate tabletop trees for auction or raffle in November.

V. Approval of Minutes

Motion by Linda, seconded by Sharon, to approve the August 2025 minutes as presented.

Vote: Approved unanimously by roll call.

VI. Reports

A. Youth Services – Story times averaged 50 participants. The library hosted "Chalk the Walk" during Pembroke Community Day. Sharon voted to approve, Erin P. seconded. Motion to accept report passed unanimously.

B. Summer Reading Program – 585 participants logged 2,497 hours and 642 books. 98 events drew 3,548 attendees. Sharon voted to approve, Linda seconded. Motion to accept report passed unanimously.

C. Adult Services and Reference – New Board Game Night launched; Baking Club replacing Cookbook Club; yoga and Reiki programs successful. Erin P. motioned to accept, Sharon seconded. Motion to accept report passed unanimously.

D. Director's Report – Circulation remains high; new Assistant Librarian Cory Mahnke hired; library received \$5,000 Creative Experiences Grant; Director featured on Chamber Spotlight podcast. Linda motioned to accept, Erin P. seconded. Motion to accept report passed unanimously.

E. Financial Report – Spending within expectations; YTD receipts include \$512.95 in fines, \$3,964.53 in gifts, and \$7,617.50 in passport revenues. Linda motioned to accept. Sharon seconded. Motion to accept report passed unanimously.

VII. Old Business

A. Building Updates – New HVAC system functioning well. Roof bids received; work hopefully before winter. FY27-FY31 capital requests to include windows, restroom door openers, countertops, pendant lights, and HVAC planning.

B. Library Trust Funds – No updates pending communication with Town Treasurer.

VIII. New Business

A. Financial Reporting and State Aid – ARIS Annual Report, Financial Report, and State Aid Application submitted early for expedited review.

B. Policy Review – Library Use Policy updated for formatting and clarity. Trustees recommended adding explicit language regarding contacting law enforcement in cases of staff safety concerns.

C. Upcoming Events – Boston Tea Party Tasting (Sept 22), Farmers Market Storytime (Oct 4), Friends Book Sale (Oct 18).

IX. Other Business

Trustees discussed timing for the Director’s annual review, to be conducted in October. No public comment received.

X. Adjournment

Meeting adjourned at 8:15 p.m.

Next Meeting: October 15, 2025

Respectfully submitted,

Erin Petti, Secretary
Pembroke Public Library Board of Trustees

Approved by the Board of Trustees on:

Youth Services Report to the Trustees: September 2025

Submitted October 2, 2025 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 - 5)	9	233	186
Baby Lapsit (ages 0 - 2)	4	77	75
LEGO Club	1	12	8
Puppy Dog Tales	1	7	5
Chess Club	1	2	2
Scavenger Hunt: Raccoon's Apples (shapes)	1 (passive)	324	n/a
Elementary Open Houses (off-site)	3	253	125
Take & Make: Color-Your-Own Slap Bracelet (ages 12 - 18)	1 (passive)	48	n/a
Middle School Open House (off-site)	1	25	35
Pembroke Celebrates (off-site)	1	140	70
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	13	310	261
<i>Kids Program (ages 6-11) Total</i>	7	598	140
<i>Teen Program (ages 12-18) Total</i>	2	73	35
<i>General Audience (all ages) Total</i>	1	140	70
TOTALS	23	1121	506
Number of Volunteers	3 adult volunteers		
Volunteer Hours	3 volunteer hours		

September Program Highlights:

--All off-site visits greatly helped the library gain positive visibility in the community. We saw people who were both frequent visitors and non-library users and answered a variety of questions about programs, passports, collections, and more!

Other:

- Completed collaboration with a student for their Eagle Scout project. With their assistance, we now have an "Adventure Pack" kit available to checkout; the kit includes maps of Pembroke trails, binoculars, magnifying glasses, a compass, and more items for outdoor exploration with children.
- Attended South Shore Family Network Advisory Council Meeting via Zoom. This was my first meeting as acting Chairperson.
- Began weeding YA nonfiction; signage will be created for its new location in the main library.

September 2025 Reference/Adult Services Report

Peter Santore
10/9/2025

Reference Requests (Reference Desk only):

<u>Total requests:</u>	<u>072</u>
General information:	017
Technology:	050
<u>Passport:</u>	<u>005</u>
In person:	063
Phone:	008
Email:	001

In-depth Reference help included:

- Helped patron in access Hoopla account
- Assisted patron in recovering Amazon account information and subsequently transferring over details
- Instructed patron in operating library's fax machine and scanner

Adult Events:

Total: 19 events with 137 attendees, including:

- Tuesday, September 2nd: Book Club, *Eddie Winston is Looking for Love* (Attendance: 19)
- Saturday, September 6th: Baking Club (Attendance: 6)
- Monday, September 8th: Movie Matinee, *Creed 3* (Attendance: 1)
- Wednesday, September 10th: *An Evening of Poetry* with Elaine Sorrentino (Attendance: 10)
- Monday, September 15th: Movie Matinee, *The Critic* (Attendance: 3)
- Thursday, September 18th: Mystery Book Club, *The Author's Guide to Murder* (Attendance: 4)
- Monday, September 22nd: Movie Matinee, *Broke* (Attendance: 2)
- Monday, September 22nd: *Boston Tea Party – Tasting and Talk* with Therapy Garden (Attendance: 16)
- Monday, September 29th: Movie Matinee, *Materialists* (Attendance: 2)
- Tuesday, September 30th: Genealogy Night (Attendance: 2)
- Tuesdays, September 2nd, 9th, 16th, 23rd, 30th. Knitting (5 events, total attendance: 50)
- Wednesdays, September 3rd, 10th, 17th, 24th. Yoga (4 events, total attendance: 22)

Volunteers:

- 7 Youth Volunteers, 10 total volunteer hours
- 5 Adult Volunteers, 13 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 Community Boards Update
- PACTV PSA Day
- Farmer's Market Visit

Pembroke Public Library - Director's Monthly Report September 2025

Circulation	Sept 2023	Sept 2024	July 2025	Aug 2025	Sept 2025
Adults	4071	3660	4142	4255	3610
YA	338	330	467	431	285
Children	4365	4100	4649	4324	3641
TOTAL:	8774	8090	9258	9010	7536
OverDrive total / (OA total):	2426 / (814)	2714 / (941)	2765/ (2267)	2814/ (2243)	2637 / (2102)
Hoopla total:	384	509	647	642	629
Kanopy total:	79	87	40	66	115
NY Times total:	7	183	311	168	153
Online resources Usage	548	810	454	601	218
Museum Passes & Hotspot loans	47	43 + 5	101+10	104 + 9	35 + 10
Overdrive patron registration	40	29	32	25	30
Patrons registered new cards (IP)	84	104	112	111	97
Patrons registered new ecards	17	12	29	17	17
Mobile holds/renewals	680	447	535	465	529
Non-resident borrowing	1841	1608	1833	1710	1549
Items loaned to other libraries	1928	1926	2122	1942	2221
Item borrowed from other libraries	1429	1315	1263	1277	1182
ComCat loaned	19	30	23	28	26
ComCat borrowed	27 + 3	31 + 3	68 + 3	29 + 1	37 + 0
Passport applications	121	66	74	100	78
Visitor Count	6192	6596	8278	7687	6690
Meeting Room Usage (MR + TR)	7+33=40	41+17=58	30+25 =55	33+21=54	35+28=63

Collections	Sept 2023	Sept 2024	July 2025	Aug 2025	Sept 2025
Items added	507	426	503	471	465
Items discarded	514	178	97	682	705
Items marked Missing	14	5	13	25	9

Events	Sept 2023	Sept 2024	July 2025	Aug 2025	Sept 2025
Adult programs	10	17	15	14	19
Adult attendees	68	118	136	100	137
Youth events	27	25	28	29	23
Youth attendees	1418	1344	1681	1437	1627

Computer Use	Sept 2023	Sept 2024	July 2025	Aug 2025	Sept 2025
Adult	250	282	305	247	248
Juvenile	193	224	371	387	273
Total	443	506	676	634	521
WiFi (Total Sessions)			1561	1555	1722

Staff and other news:

- Cory Mahnke officially started as our second Assistant Library !! She's already tackled book displays, requesting donations for the seed library, and program planning and preparation.
- MLS consultant Jane Stimpson led a discussion about the ALA principles and MA laws relating to privacy and confidentiality in the library through a series of 10 scenarios at an all staff meeting. We also reviewed best practices for typing labels and circulating hotspots/museum passes.
- Alongside the Assistant Director, I conducted annual performance reviews with all full-time staff members. The Assistant Director and Head of Circulation will conduct annual performance reviews with all part-time staff members in the winter.
- The Library had a presence at 2 community events in September; at the Pembroke Farmer's Market and Pembroke Celebrates.
- Work continues on the shifting of the adult collection, but we've gotten positive feedback so far!