

**Pembroke Public Library Board of Trustees**  
Meeting Minutes for August 20, 2025

Meeting Called to Order at 7:01pm Stephanie C.

In Attendance: Stephanie Ciciotti, Stephanie McBain, Julia Nee, Sharon Stearns, Larissa Curley, Erin Petti

**FRIENDS NEWS:**

Silent auction has successfully wrapped up. Thank you to the Friends for being so flexible when HVAC work changed the dates.

Plans for future fundraisers:

On October 18<sup>th</sup> there will be a book sale. Potentially opening the book sale early on Friday for “Friends Only” hours. The Holiday Ornament Fundraiser may be Herring Run themed this year. In place of the raffle this year, Friends will be planning a Tabletop Tree fundraiser. Trees will be sponsored by different groups and auctioned off. The initial goal is to have ten trees.

**FOUNDATION NEWS:**

Work is ongoing for the expansion project. Because cost estimates are higher than expected, the foundation is working on priorities. Community preservation funds may not be available as funds cannot be used for new construction, so the foundation is rethinking the plans to accommodate the funding news. A priority remains trying to secure all the square footage possible for the expansion.

**MINUTES OF PREVIOUS MEETING:**

**May 21, 2025**

Modifications to Minutes from last meeting:

- In Foundation update, clarify that it was paid for by the Foundation Trust fund.
- In the Foundation update, clarify that we are hoping to get the senator’s funding.

Sharon made a motion to accept the Minutes of the June 2025 Meeting as amended, Larissa seconded, and it was so voted.

**REPORTS:**

**June Youth Services Report**

June began Summer Reading with 136 patrons registering in the first 8 hours. Melissa visited schools in the spring before summer vacation to raise awareness about summer reading. We participated in Storytime at Farmer’s Market for outreach as well.

Erin P. made a motion to accept the June Youth Services Report, Larissa seconded, and it was so voted.

### **July Youth Services Report**

In July, approximately 50 patrons attended each storytime. Scavenger hunt continued to draw a large crowd. The Musical Petting Zoo program was a big success. Folktales and Origami Program was also successful with everyone enjoying the offering. We offered a Terrarium Creation program for teens. Interactive History of Nintendo was able to draw a huge, intergenerational crowd. Community Center has helped to host the D&D program during HVAC project. It was wonderful and successful summer with a great mix of programming.

Erin P. made a motion to accept the July Youth Services Report, Sharon seconded, and it was so voted.

### **June Adults/Reference Report**

Book clubs and Knitting kept steady attendance during June. Viking and Mocktails program was a unique program offering for this month.

Sharon made a motion to accept the June Adult Services/Reference Report, Larissa seconded, and it was so voted.

### **July Adults/Reference Report**

Two popular unique programs were offered this July. There was a professional headshot program for resumes which filled up quickly. This was a free program for the community. The floral arranging program also filled up very quickly and was a big success. Both programs may be offered in the future.

Sharon made a motion to accept the July Adult Services/Reference Report, Larissa seconded, and it was so voted.

### **June Director's Report**

The 2025 Summer reading program was themed "Level Up at the Library." There was a great showing for this program in June. The Strategic Plan was presented and accepted. Julia participated in the Pembroke Farmer's Market to do outreach for the library on the market's opening day. Julia attended online workshops for Annual Report Information Survey (ARIS) which ensures that we are eligible for state aid funding. Pembroke Titans Against Drugs program and High School students collaborated for a photo exhibit in the library. Library staff continued to be patient and cooperative during the challenging heat wave. They provided excellent service in a difficult environment. Julia met with Town Manager, Library Foundation, architects, Friends, and also attended the SAILS showcase and annual meeting.

Erin P. made a motion to accept the June Director's Report, Sharon seconded, and it was so voted.

## **July Director's Report**

Circulation stats increased dramatically in July and in-house circulation peaked for 2025. Museum passes were incredibly popular over the summer. Peter has been doing a Museum Pass spotlight online. There is a new in-house display for passes created by Library Aide Sarah. The newest passes in July were for Harvard Museums of Science and Culture, the four Harvard Museums. Summer reading continued in July. The library hosted educational monarch butterfly display by girl scouts which offered free milkweed seeds. Staff continued to be patient throughout the heat. Due to the heat, the library did close early one evening. The HVAC installation occurred July 30-August 1<sup>st</sup>. The library did receive a workplace safety complaint due to the heat. Julia was able to review library practices and demonstrate compliance, so this matter was closed at the beginning of August. In July there was a water leak from mechanical room that penetrated the staff room. Zack, a custodian at town hall, took care of the issue. Four new staff computers were installed. We had a successful Sprinkler inspection. AED was serviced as well. Julia was able to meet Maureen Amyot from the Massachusetts Board of Library Commissioners

Sharon made a motion to accept the July Director's Report, Erin P. seconded, and it was so voted.

### **Corrections to previously approved reports:**

#### **August 2024 Adults/Reference Report Update**

We had 13 events with 91 attendees, 4 not 5 people at Genealogy Night program.

Larissa made a motion to accept the August 2024 Adults/Reference Report, Erin P. seconded, and it was so voted.

#### **October 2024 Adults/Reference Report Update**

We had 19 events with 182 attendees, 31 people not 26 at yoga classes.

Sharon made a motion to accept October 2024 Adults/Reference Report, Erin P. seconded, and it was so voted.

#### **January 2025 Adults/Reference Report Update**

We had 18 events 138 attendees, 27 not 28 people at 4 yoga classes.

Erin P. made a motion to accept January 2025 Adults/Reference Report, Larissa seconded, and it was so voted.

### **FY25 Annual Report**

FY25 was a great and busy year. The library is moving in the right direction. Report will be uploaded to the website. Congratulations to Julia for the wonderful work.

## **Financials**

We are still waiting on some FY25 numbers to finalize at this time. Purchase of services numbers are high because of the SAILS membership. SAILS is a contributor to our online services; they pay for Overdrive platform. It is a one-time payment for the year. The Library Incentive Grant pays for half of our SAILS membership. Programming spending is high; however the budget line is insufficient for our programming needs. We have budgeted for other programming to be paid for by other streams, such as the Friends organization. We have not yet seen the bills for the HVAC replacement. Those bills will probably not be paid through library, but rather through Town Hall.

Sharon made a motion to accept the Financial Report, Erin P. seconded, and it was so voted.

## **OLD BUSINESS:**

### **Building Updates**

New HVAC units have been installed on the roof. Heating has been tested this morning. A leak was noticed last night and is being investigated. Roofer has been called to come in. There is a September 10<sup>th</sup> deadline for bids on the new roof. Problem with faucet in family restroom has been fixed. There is a new faucet problem in women's restroom. There has been generator maintenance, a sprinkler inspection, and the electrician has been in to fix lighting issues.

### **FY26 Budget**

Library Trust Funds: We received \$4,440.12 for the seven trusts in FY25 – bringing total in the trust funds to \$73,930.94. Previously there was a vote where the Trustees gave Lydia Drake back to the town. It is now run by volunteers. The seven trusts are historically Public Library Trusts. Julia would like to spend 3k on material purchasing through the trust funds. We haven't spent money from trusts in past few years. But at this time, 95k for materials is budgeted and the state requires about 125k materials to keep certification. An additional 3k will be helpful to reach that number. Julia proposes spending: 2k for youth and 1k for adult collection.

### **Board of Trustees Bylaws**

A new pocket guide for Library Trustees was distributed. There is currently no record of our bylaws. Stephanie C. suggests that the Town Manager Act may have replaced the bylaws. Erin P. asks whether it would be worth discussing supporting an amendment to the Town Manager's Act to afford the Library Trustees more control over the future of the library. It may be a discussion for the future.

## **NEW BUSINESS:**

At the upcoming staff meeting a consultant from MLS will attend - 9/12/25. She will cover a variety of topics about privacy and confidentiality. Open at 12 on that Friday.

## **UPCOMING EVENTS:**

Summer reading ends on Friday!

Walt Disney Travel Program August 25<sup>th</sup> – Presenting tips on travel planning

Board Game Night on September 15<sup>th</sup> - program open to families

For consideration – Erin P. mentions that the Pembroke Public Schools will not have school librarians this year. We can begin to think about ways that the PPL can further support our public school population. Stephanie C. and Sharon plan to attend the Friends meeting on September 9<sup>th</sup> at 6pm.

**NEXT MEETING:**

September, 17<sup>th</sup> 2025

Stephanie C. made a motion to adjourn the meeting at 8:49 P.M. and it was so voted.

Respectfully submitted,  
Erin Petti, Secretary