

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