

## **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: