

# Pembroke Public Library

Trustees Meeting Agenda January 14, 2021 6:30 PM REMOTE

## REMOTE PARTICIPATION (ZOOM APPLICATION)

Participation email at: [dwall@sailsinc.org](mailto:dwall@sailsinc.org) or call 781-293-6771 before 4PM on day of meeting.

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Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, s.18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Pembroke Library Trustees will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Pembroke website, at <https://www.pembroke-ma.gov/home/news/governors-order-suspending-certain-provisions-open-meeting-law>. This board meeting is NOT on PACTV.

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Pembroke website minutes of proceedings as soon as possible after the meeting. All votes taken will be roll call votes.

### Minutes of December Meeting

#### Old Business

Curbside and reopening updates

FY22 Budget

RFID project update

Director's Report

Youth Services Report

Reference Librarian Report

Financial Updates

Building Maintenance

Friends News-Ornament in and for sale

Foundation news

#### New Business

Conflict of Interest

Any unscheduled business following posting of agenda.

POSTED 1-11-21, 2:50 PM

Join Zoom Meeting

<https://zoom.us/j/99436521794?pwd=TGZzeUpERkQ3K2FENWxqbzlpODhlUT09>

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## **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for December 10, 2020*

**ATTENDING:** Kathy Benvie (Assistant Library Director), Mary Beth Courtright, Larissa Curley, Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick, Jill Taylor, Deborah Wall (Library Director), and Carol Watches.

Larissa Curley, Chairperson, called the virtual meeting to order at 6:39 P.M. Larissa read Governor Baker's March 13, 2020 Executive Order regarding Open Meeting Law and virtual board meetings. After brief discussion, it was decided that votes will now be recorded in roll call style. The minutes of the November meeting were read. Sean made a motion to accept minutes as written, Mary Beth seconded, and it was unanimously voted.

**OLD BUSINESS:** The Town Manager and Library Director had a discussion earlier this week regarding a possible move back to curbside pick-up only, due to rising cases of COVID-19 in the town and the Commonwealth. Debbie spoke to staff and, with that feedback, proposes the library close next Monday, December 21, 2020, for a period of at least three (3) weeks. Curbside pickup will be available during that period. Staff will perform outreach to patrons who may need assistance with or be unaware of the curbside pick-up service.

The Town Manager and Library Director met to discuss the budget for FY22. The most recent Town Meeting Wage & Personnel scale included an error; Deb will discuss it in her next budget meeting with William.

Trustees discussed Article 21 from the 2018 Town Meeting, which resulted in a Town Manager style of government for the town of Pembroke. While the Article specified that the Board of Library Trustees would have appointive authority with regard to the Library Director position, it implied that the Library Director, after consultation with the Board of Trustees, would be required to gain the approval of the Town Manager prior to making any appointments. It also specified that the Town Manager would manage the majority of the land, buildings, and facilities owned by the town (including the library), and that the Town Manager would oversee day-to-day operations of the library. The final Act which was signed by Governor Baker in December, 2018, stated that, if any provisions of the Act conflicted with federal or state laws or regulations, the laws or regulations would prevail. As these particular, listed, provisions conflict with existing MA General Laws, MA General Laws prevail. The Board of Library Trustees have full governing authority over the library and library property, including holding appointive authority not limited to the Library Director. The Trustees welcome the addition of the new Town Manager and look forward to working with him to improve library services and the community at large, however possible.

RFID manager meeting will be held on December 21<sup>st</sup>, followed by full-time staff training. Some of the equipment has been ordered so it will be available for use during training.

**DIRECTOR'S REPORT:** The Director's Report for November was read. Overdrive numbers are up from this time last year, which makes sense given the current health crisis.

The two newly-hired members of staff are making progress in their training; the process is a little different these days. Deb received a donation to cover a holiday staff event. The tricky part will be finding a way to celebrate while adhering to coronavirus guidelines.

Carol moved to accept the Director's Report, Mary Beth seconded, and it was unanimously voted.

**YOUTH SERVICES REPORT:** The Youth Services Report for November was read. The StoryWalk this month was *Little Penguin Stays Awake* by Tadgh Bentley. This StoryWalk was even better-attended than last month's! Melissa plans to distribute Storytime To-Go Kits in December. The Kits will have a "winter" theme.

Carol moved to accept the Youth Services Report, as written, Mary Beth seconded, and it was unanimously voted.

**REFERENCE LIBRARIAN'S REPORT:** The Reference Librarian's Report for November was read. Stephanie fielded a total of 13 in-depth reference requests in November. The Book Club book was *The Widows of Malabar Hill* this month, and 11 people attended, virtually.

Mary Beth moved to accept the Reference Librarian's Report, as written, Sean seconded, and it was unanimously voted.

**FINANCIAL REPORT:** The Financial Report for November was reviewed. Due to the Pandemic, the library has not yet utilized funds in the Sunday Opening Hours line. Hopefully, it will be possible to open the library on Sundays in the spring and summer. This line is important to retain, budget-wise, so the library can meet criteria for state certification.

Jill moved to accept the Financial Report as written, Mary Beth seconded, and it was unanimously voted.

**MAINTENANCE:** The library will need minor roof repair; a number of shingles are missing. The roof will need to be replaced at some point within the next few years.

**FOUNDATION NEWS:** No news to report.

**FRIENDS NEWS:** The Friends met last week, with several new members. Membership levels and incentives were discussed, as was planning for spring events. The 2020 Holiday Ornament is available to purchase now (and is beautiful, as always).

**NEW BUSINESS:** No news to report.

The next meeting of the Board of Trustees will be held on Thursday, January 14, 2020 at 6:30pm.

Carol moved to adjourn the meeting, Jill seconded, and it was unanimously voted. The meeting was adjourned at 7:53 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary

**Director's Monthly Report December 2020**  
**Pembroke Public Library. Presented to Trustees 1-14-21**

**Circulation :**

	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Adults	4698	5220	5492	3775
YA	291	395	299	246
Children	2332	3489	3088	2270
<b>TOTAL:</b>	<b>7321</b>	<b>9104</b>	<b>8879</b>	<b>6291</b>
Overdrive total:	1088	1356	1737	1911
Hoopla total:	-	-	84	225
Online resources Usage	1324	1140	502	583
Museum passes	35	53	41	3
Overdrive patron registration	18	20	13	18
Patrons registered	36	39	39	10
Mobile holds/renewals	38	77	331	523
Non-resident borrowing	1229	1512	1181	1375
Items loaned to other libraries	1909	2148	2438	2340
Item borrowed from other libraries	1372	1602	1757	1780
Comcat loaned	31	19	17	15
ComCat borrowed	20	28	22+3	16
Passports	-	41	45	20
Visitor count	-	5632	6650	1321

<b>Collections</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Items added	625	453	500	526
Items discarded	435	1040	332	998
Items marked Missing	9	13	16	11

<b>Events</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Adult programs	13	11	14	1
Adult attendees	117	94	116	10
Youth events	18	22	18	2
Youth attendees	582	669	452	131

*The youth services and adult reference reports contain more details.*

<b>Computer Use</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Internet	614	571	552	66
Juvenile	106	115	144	0
Total	720	686	755	0

The meeting room was used 20 times last December. The Trustees Room was used once this December by the Fire Department, and 9 times last December.

**Staff and other news:**

The library sponsored the pajama drive again this year for the Pembroke Community Christmas. The 2020 Ornament sales benefited the Friends of the PPL. To keep everyone safer, the building was closed to walk-in as of December 15<sup>th</sup>, the Covid numbers have risen as expected after the Thanksgiving holiday and they remain high. Curbside has been popular again, though of course not everyone is happy that they can't browse. Staff knew this was coming and did a great outreach to patrons informing them of the ways to place holds. Hopefully this will be short term.

Youth Services Report to the Trustees: December 2020  
 Submitted December 31, 2020 by Melissa McCleary

*Key:*

*Blue = Kids & Family, Green = Teens, \* = Guest*

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime To Go Kits (ages 2-5)	1 (passive)	30	16
Take & Make Craft: Sock Penguin (ages 8-18)	1 (passive)	56	29
<b>Kids Program Total</b>	2	86	45
<b>Teen Program Total</b>	n/a	n/a	n/a
<b>TOTALS</b>	2	86	45

**December Programs:**

--The Penguin Sock Take & Make Craft was so popular that we ran out mere hours after opening the registrations. Staff put together more kits but these were also all claimed within three days. A huge success! (As with our previous Take & Makes, this was counted as a Family Event, but was available to and done by teens in the community as well.)

--This was our first month trying the Storytime To-Go kits; these are intended to help take the place of our StoryWalk, which cannot be set up during MA winter weather months. Caregivers were very excited and several young children were eager to have "homework" to do alongside their big siblings. Each kit included early literacy tips paired with suggested activities and supplies.



*Staff set up a Winter Wonderland window display when the library went to Curbside only in December.*

**Other:**

--Early/Easy Readers were weeded and shifted to allow more room for outward-facing displays.

--Various Reader's Advisory lists were updated on both the Kid's and Teen "Reader's Corner" on the website to include newer and increasingly diverse titles.

--November's "Among Us" Shrinky Dink craft was featured in on YALSA's (Young Adult Library Services Association) Teen Programming page.

--Some "Book Recommendation" forms were completed online for or by youth but most inquiries for this department came via phone.

--I prepared a special poem (inspired by Bourne Public Library) for our January newsletter: T'was the Day After New Year's with Pembroke Public Library.

**Looking Toward January:**

--In January the library will be hosting the six-week Raising a Reader workshops in collaboration with South Shore Family Network.

--Two new take-home kits will be produced! Storytime To-Go will feature the theme of "Forest Friends" and the Take & Make will be Book Hedgehogs.

**Reference Requests (Reference Desk only):**

<b><u>Total requests:</u></b>	<b>23</b>
General information:	1
Technology:	5
Research:	2
Item requests:	7
<u>Readers' Advisory:</u>	<u>8</u>
In person:	6
Phone:	8
Website forms:	9

**In-depth Reference help included:**

- Getting started using the Libby app.
- Research on a patron's Mayflower ancestors.
- Locating a *Boston Globe* article from 1946.

**Adult Events:**

**Total: 1 virtual events with 10 attendees:**

- Tuesday, December 1<sup>st</sup>: Book Club, *Caleb's Crossing* (Attendance: 10)

**Projects included:**

- Compiling and publishing the monthly Pembroke Public Library newsletter.
- Checking the LibraryAware-generated genre newsletters to make sure all books listed are available in the SAILS network.
- Planning Adult events, creating flyers and publicity blurbs, updating the website and EventKeeper, and publicizing on Facebook.
- Leading the Zoom Book Club meeting and getting books for club members.
- Answering all submissions from the "ask a question" form on the website.
- Selecting books and placing holds for all submitted adult Readers' Advisory form requests.
- Helping staff the main and Children's desks.
- Ordering Historical Fiction books, CDs, and DVDs for the library collection.
- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms.
- Maintaining all Fiction endcap displays.
- Creating publicity including flyers and a newsletter for our return to curbside services.

PEMBROKE PUBLIC LIBRARY  
FISCAL YEAR 2021 WORKSHEET

1/13/2021

		FY21	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$93,465.00			\$51,287.77	\$42,177.23	54.87%
Assistant Director	00016101-510103	\$60,356.00			\$33,119.45	\$27,236.55	54.87%
Full Time Salaries	00016101-510110	\$259,108.00			\$142,082.10	\$117,025.90	54.84%
P-T Pages	00016101-510123	\$15,079.00			\$8,671.64	\$6,407.36	57.51%
P-T Salaries - Aides	00016101-510124	\$135,472.00			\$60,613.66	\$74,858.34	44.74%
Overtime	00016101-510130	\$0.00			\$0.00	\$0.00	
Sunday Opening hours	00016101-510138	\$13,000.00			\$0.00	\$13,000.00	0.00%
Emergency Shelter Staffing	00016101-510139	\$1,000.00			\$0.00	\$1,000.00	0.00%
Longevity	00016101-510140	\$1,850.00			\$1,450.00	\$400.00	78.38%
<b>Personnel Services</b>		<b>\$579,330.00</b>			<b>\$297,224.62</b>	<b>\$282,105.38</b>	<b>51.30%</b>
Heating Fuel	00016102-521030	\$14,000.00			\$4,777.91	\$9,222.09	34.13%
Water	00016102-523000	\$300.00			\$64.77	\$235.23	21.59%
Office Equipment	00016102-524046	\$800.00			\$731.10	\$68.90	91.39%
Telecom	00016102-534000	\$3,000.00			\$2,831.23	\$168.77	94.37%
Postage	00016102-534020	\$1,200.00			\$201.54	\$998.46	16.80%
Purchase of Services	00016102-538000	\$26,000.00			\$20,996.35	\$5,003.65	80.76%
Facilities/Maint Supplies repairs	00016102-543000	\$2,000.00			\$3,560.18	(\$1,560.18)	178.01%
Custodial Supplies	00016102-545000	\$2,000.00			\$2,108.91	(\$108.91)	105.45%
Library Materials	00016102-558040	\$5,900.00			\$2,283.42	\$3,616.58	38.70%
Program Supplies	00016102-558050	\$1,200.00			\$18.03	\$1,181.97	1.50%
Technology Supplies	00016102-558090	\$2,000.00			\$2,124.28	(\$124.28)	106.21%
Travel	00016102-571100	\$1,000.00			\$0.00	\$1,000.00	0.00%
Dues	00016102-57310	\$400.00			\$225.00	\$175.00	56.25%
<b>General Expense</b>		<b>\$59,800.00</b>			<b>\$39,922.72</b>	<b>\$19,877.28</b>	<b>66.76%</b>
<b>Books</b>	00016102-558030	\$90,000.00			\$41,768.90	\$48,231.10	46.41%
Capital-painting	00030610-600134	\$1,192.18			\$0.00	\$1,192.18	0.00%
Capital-Building & Equipment	00030610-600138	\$16,033.75			\$4,043.23	\$11,990.52	25.22%
Library Incentive	18-610-4650-364	\$11,324.11		\$11,324.11	\$10,983.79	\$340.32	96.99%
Municipal Equalization	18-610-4650-362	\$7,672.49		\$7,672.49	\$6,356.95	\$1,315.54	82.85%
NRC	18-610-4650-368	\$0.00		\$0.00	\$0.00	\$0.00	
<b>Grants total</b>		<b>\$18,996.60</b>		<b>\$18,996.60</b>	<b>\$17,340.74</b>	<b>\$1,655.86</b>	<b>91.28%</b>
<b>State Grant (Earmark for technology)</b>	0365-520000	\$3,628.96			\$3,628.96	(\$0.00)	100.00%
Allison Darling (75% INT. YA books)	All as of 6/30/20	\$11,768.99				\$11,768.99	0.00%
Library Building Fund		\$319.55				\$319.55	0.00%
Center Library Trust Fund (any use)		\$5,291.80				\$5,291.80	0.00%
Center Library Trust Fund		\$20,922.79				\$20,922.79	0.00%
Della Chiesa (books only)		\$10,669.72				\$10,669.72	0.00%
Edna Raistrick (large print only)		\$4,233.22			\$1,339.00	\$2,894.22	31.63%
Irene Smith (interest only-YA ref. and non.)		\$9,860.41				\$9,860.41	0.00%
<b>Trusts Total</b>		<b>\$63,066.48</b>				<b>\$63,066.48</b>	<b>0.00%</b>
Passport Program Revenue	018-0610-0269-0-0-0-R	\$8,907.94	\$3,525.00	\$12,432.94	\$0.00	\$12,432.94	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$284.95	(\$284.95)	
Materials expenses from PP Income					\$1,632.26	(\$1,632.26)	
Passport Expense-Payroll	018-0610-0269-0-0-0-P	\$0.00				\$0.00	
<b>Passport Program Net:</b>		<b>\$8,907.94</b>	<b>\$3,525.00</b>	<b>\$12,432.94</b>	<b>\$1,917.21</b>	<b>\$10,515.73</b>	<b>15.42%</b>
Library Gifts Balance	018-0610-0263-0-0-0-E	\$1,301.02	\$3,351.09	\$4,652.11	\$3,268.55	\$1,383.56	70.26%
Fines Balance	018-0610-0261-0-0-0-E	\$278.13	\$1,047.01	\$1,325.14	\$1,000.00	\$325.14	75.46%