



**Pembroke Public Library
Trustees Meeting Agenda January 19, 2022 7:00 PM**

REMOTE PARTICIPATION VIA ZOOM APPLICATION

Meeting ID: 858 6087 9159 Password: 289509

Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so in the following manner: Use the free application Zoom and login to the meeting using the above referenced meeting ID and password.

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, for reasons of economic hardship and despite best efforts, we will post on the Pembroke website an audio or video recording, transcript or other comprehensive record of proceedings as soon as possible after the meeting. All votes taken will be roll call votes.

Bob DeMarzo Foundation Update

Minutes of December Meetings

Old Business

Trustee Board Applicants

Capital needs – update

Staffing challenges pay study

FY 23 Budget

Future Budget/State Certification concerns

Staff Bonuses

Director's Report

Youth Services Report

Reference Librarian Report

Financial Updates

Building Maintenance

Friends Update

New Business

Welcome New Director

Staff Holiday party postponed

Passports

Annual Report due 1/31/22

MBLC open hours requirement suspended

Any unscheduled business following posting of agenda.



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for December 15, 2021

Pursuant to Chapter 20 of the Acts of 2021, this meeting was conducted via remote means.

No in-person attendance of members of the public was permitted. We will post on the Pembroke website an audio or video recording, transcript, or other comprehensive record of proceedings, as soon as possible after the meeting.

All votes taken during this meeting were roll call votes.

ATTENDING (VIRTUALLY): Kathy Benvie (Interim Library Director), Stephanie Ciciotti (Trustee applicant), Mary Beth Courtright, Larissa Curley, Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick, Jill Taylor, and Pam White (Trustee applicant). There is currently one vacancy on the Board.

Larissa Curley, Vice-Chairperson, called the meeting to order at 7:03 P.M.

The minutes of the November 17th meeting were read. Sean made a motion to accept the minutes as written, Mary Beth seconded. Roll call vote: Mary Beth, yes – Jill, yes – Larissa, yes – Sean, yes. So voted.

The minutes of the November 30th meeting were read. Sean made a motion to accept the minutes as written, Mary Beth seconded. Roll call vote: Mary Beth, yes – Jill, yes – Larissa, yes – Sean, yes. So voted.

OLD BUSINESS: *Director Evaluation Guideline* – the draft document submitted by Jill at the last meeting was reviewed and discussed. There will be some rearranging of the sections of the document, but no major changes to the content other than altering the lines in the “Managing the Staff” section, which will be merged with “Development of Staff”. The line “Individual staff evaluations are conducted on at least an annual basis” was added to that section and all other lines aside from “Fair and equitable policies are proposed for Board adoption and then fairly administered”. Mary Beth made a motion to adopt the Guideline, as amended, and Sean seconded. Roll call vote: Mary Beth, yes – Jill, yes – Larissa, yes – Sean, yes. So adopted.

Reopening updates – The gradual reopening to a pre-Pandemic state has been slightly hampered by another surge in COVID-19 cases, but there have not yet been any new, significant negative changes in circulation or in building opening hours/capacity.

Open seats/recruitment – An invitation to attend tonight’s virtual meeting was extended to the applicants interested in being appointed to the Board. Stephanie Ciciotti and Pam White attended tonight’s meeting. The Trustees and Trustee applicants introduced themselves and the Trustees provided answers to the applicants’ general questions about the Trustee experience.

Capital needs update – Kathy met with Bill Chenard, Town Manager, last week. Bill is having a new company come in for the sidewalk repair and will then hand the project over to Kathy. Kathy is meeting with Bill again next week regarding Capital needs. The heating system concerns led to Bill considering adding these to the Capital request at Town Meeting.

Staffing challenges pay study – Bill notified Kathy that the payroll study has been completed and has expanded beyond the library to other town departments. Bill is putting all of the information in order and will share it soon; we look forward to the release of the information!

FY23 budget – Kathy is meeting with Bill next week to complete budget worksheets with him.

DIRECTOR’S REPORT: The Director’s Report for November was read. The Action Plan for FY22 was filed with the MBLC. Kathy suggested adding month-to-month rather than year-to-year statistics on the monthly Director’s Report, going forward. Trustees are in favor of this idea. There was some state-wide data that is not yet available (the Gale database); this was not added to the report for November. A coin operator has been added to the copier and is running smoothly, and the NY Times is now available!

Inter-library loans were affected for a few weeks, due to a lack of drivers available to transport materials. Several runs were cancelled, but the issue appears to be sorted out.

Jill moved to accept the Director’s Report as written, Mary Beth seconded. Roll call vote: Mary Beth, yes – Jill, yes – Larissa, yes – Sean, yes. So voted.

YOUTH SERVICES REPORT: The Youth Services Report for November was read. Melissa and other staff attended the Council on Aging (COA) Open House to promote library services. Sean asked about the “shelf-talker” display; Melissa demonstrated them for us; they are tags that extend out next to the bindings of books, printed with sayings such as “Staff Favorites” and “If You Like Squid Games”. The first in-person craft for teens (not a passive craft) is scheduled for tomorrow, December 16th.

Jill moved to accept the Youth Services Report, as written, Sean seconded. Roll call vote: Mary Beth, yes – Jill, yes – Larissa, yes – Sean, yes. So voted.

REFERENCE LIBRARIAN’S REPORT: The Reference Librarian’s Report for November was read. There were a total of 36 reference requests in November, including 11 technology requests. Stephanie hosted 19 events - attended by 134 people - and completed passport agent recertification training, this month.

Jill asked whether we've had any of the staff trained to take over for the several staff members we lost in recent months, who had moved on to other libraries. Kathy confirmed we have one newly-trained staff member who has been trained and will have an Aide returning soon who will also receive training. Passport applications are at pretty high-volume right now.

Sean moved to accept the Reference Librarian's Report, as written, Mary Beth seconded. Roll call vote: Mary Beth, yes – Jill, yes – Larissa, yes – Sean, yes. So voted.

FINANCIAL REPORT: The Financial Report for November was reviewed. A lot of the funds for building maintenance are being/have been utilized. Kathy has stayed in close contact with Bill Chenard, Town Manager, to keep him apprised of maintenance costs and needs.

Jill moved to accept the Financial Report as printed, Mary Beth seconded. Roll call vote: Mary Beth, yes – Jill, yes – Larissa, yes – Sean, yes. So voted.

MAINTENANCE: Kathy met with the HVAC contractor today, to discuss the work that will need to be done to the History Room/Director's office. They were out last week to repair the roof units and returned this week to adjust temperature settings in various areas of the building.

The flat roof repair was completed. The parking lot light fixtures are still an issue. Kathy obtained two quotes for flooring, to replace an area where the staff enter and exit.

Mary Beth asked about whether or not the lights that shine onto the library sign at Center Street are functional; Kathy will investigate.

FRIENDS NEWS: The holiday ornaments have arrived! This year's ornament features the Historical Society building. The Friends will continue to cover the staff copier lease costs.

FOUNDATION NEWS: Bob DeMarzo has ideas on what the Foundation would like to support; the Trustees will invite Bob to a meeting in the near future, to brainstorm.

NEW BUSINESS: *New Director hired* – The Negotiating Committee and Marcie Walsh-O'Connor agreed on a Director's starting salary of \$80,000 annually, with 20 vacation days per year. Her start date will be Monday, January 10, 2022. Marcie signed the Offer of Employment and the Employment Agreement on December 6, 2021 and December 7, 2021, respectively. The last of the Trustee signatures was obtained on December 14, 2021, and a scan of the signed employment agreement was e-mailed to Bill Chenard, Town Manager, Interim Director, Kathy Benvie, and Sabrina Chilcott, Assistant Town Manager. Per Kathy, the required CORI check was performed on December 14th and the SORI will be performed tomorrow, Thursday, December 16th. Kathy will provide Marcie's Payroll Authorization Form to Town Hall.

MBLC notification form due – The Board Chairperson must submit a Permanent Director Verification to the Massachusetts Board of Library Commissioners (MBLC) as soon as possible, so that the new Director’s credentials may be verified and her new position recorded.

A copy of the blank form is included in this meeting’s document packet.

Future budget/state certification concerns – During negotiations, Marcie inquired as to whether or not the library would retain the difference in budgeted salary for this fiscal year and whether or not the library’s budget would be decreased next year, due to the difference in salaries of the outgoing and incoming Directors.

This is an important question; in order for the library to continue to meet state certification standards, the Town must appropriate a figure of at least the average of the last three years’ municipal appropriations to the library for operations, increased by 2.5%. There is a significant salary difference between the outgoing and incoming Directors’ salaries; having the library’s budget decreased by such an amount, next fiscal year, would jeopardize the library’s certification status (as we currently operate at the minimum level at which to remain certified).

Jill corresponded with Bill Chenard, Town Manager, about these concerns. Bill confirmed that the library’s budgeted funds for this fiscal year will remain in place, which is excellent news. Regarding next fiscal year, however, Bill said he believed the MBLC expenditure standards would likely be waived or exempted, and stated that Town funds are too tight and that changes will be made as we budget for next year.

Jill corresponded with Maura Deedy (Library Advisory Specialist) and Liz Babbitt (State Aid Specialist) from the MBLC, the latter of whom confirmed that they “do not adjust the requirement due to a decrease in the salary line” (meaning there is no waiver or exemption, as Bill believed). She continued, “It’s expected that the money would be used to improve staffing and services in some other way”. So, regardless of what the new Director’s salary is, the library’s budget *must* meet the Municipal Appropriation Requirement (MAR), as well as the Massachusetts General Law (M.G.L., c.78, s.19A) guidelines, described above.

See <https://mblc.state.ma.us/programs-and-support/state-aid-and-aris/regs-standards.php#mar> for more information.

As explained by Maura, “say the new Director is starting at \$10,000 less, that \$10,000 is not a savings and does not go back to the town. In doing so, it would decrease the library’s budget by \$10,000 and the library may not meet the MAR. It should be redistributed within the library budget”. We will need to ensure the library’s budget is not decreased in the next FY.

Jill notified Bill of the MBLC guidance and has not yet received a response. Jill passed along these details to Marcie and Kathy, as well.

Interim Director acknowledgement – The Trustees intend to offer a financial bonus to the Interim Director and other staff who have worked to bridge the gap between the outgoing and incoming Directors. Jill and/or Mary Beth will reach out to Bill Chenard, Town Manager, to inquire about the most appropriate way to disperse bonuses (one-time or periodic payments).

NY Times & Kanopy available – Kanopy is a new online streaming content provider; there are streaming videos, courses, and all types of media for all ages. Anyone with a library card can sign up.

Trustees e-mails – The Trustees personal e-mails are hyperlinked on the library website; Melissa will switch the Trustees e-mails to a different format so they receive fewer spam e-mails. Jill will also change the Trustees' gmail password and distribute the new password to the Trustees.

The next meeting of the Board of Trustees will be held on Wednesday, January 19, 2022 at 7:00 P.M.

Mary Beth moved to adjourn the meeting, Sean seconded. Roll call vote: Mary Beth, yes – Jill, yes – Larissa, yes – Sean, yes. So voted. The meeting was adjourned at 8:48 P.M.

Respectfully submitted,

Jillian Taylor
Secretary

**Director's Monthly Report December 2021
Pembroke Public Library**

Circulation	Dec 2018	Dec 2019	Dec 2020	Nov 2021	Dec 2021
Adults	5220	5492	3775	4215	3951
YA	395	299	246	271	388
Children	3489	3088	2270	3689	2952
Total:	9104	8879	6291	8175	7291
Overdrive total:	1356	1737	1911	1859	1999
Hoopla total:	-	84	225	250	282
Kanopy total:	-	-	-	-	37
NY Times total:	-	-	-	-	9
Online resources Usage	1140	502	583	731	845
Museum passes	53	41	3	34	24
Overdrive patron registration	20	13	18	13	17
Patrons registered	39	39	10	70	43
Mobile holds/renewals	77	331	523	423	320
Non-resident borrowing	1512	1181	1375	1855	1642
Items loaned to other libraries	2148	2438	2340	2143	1986
Items borrowed from other libraries	1602	1757	1780	1404	1261
ComCat loaned	19	17	15	14	12
ComCat borrowed	28	22+3	16	43	17+2
Passports	41	45	20	76	103
Visitor count	5632	6650	1321	6635	5205

Collections	Dec 2018	Dec 2019	Dec 2020	Nov 2021	Dec 2021
Items added	453	500	526	355	840
Items discarded	1040	332	998	950	1237
Items marked Missing	13	16	11	56	89

Events	Dec 2018	Dec 2019	Dec 2020	Nov 2021	Dec 2021
Adult programs	11	14	1	19	18
Adult attendees	94	116	10	134	112
Youth events	22	18	2	6	10
Youth attendees	669	452	131	530	294

The youth services and adult reference reports contain more details.

Computer Use	Dec 2018	Dec 2019	Dec 2020	Nov 2021	Dec 2021
Internet	571	552	66	276	249
Juvenile	115	144	0	148	113
Total	686	755	0	424	362

The Meeting Room was used 30 times in December. The Trustees Room was used 10 times in December.

Staff and other news:

Kanopy and NY Times online were launched in early December. The library sponsored the pajama drive again this year for the Pembroke Community Christmas. The Friends of the PPL partnered with the Historical Society and split the 2021 ornaments this year, the Library supply sold out in 2½ days. The Library was well represented at the Tree Lighting, Melissa conducted a Storytime and she, along with Stephanie and Karen, manned a table where they gave out To-Go Craft kits as well as bookmarks. The Library was closed 3 days in December for Holidays. Passport applications of 103 represents our third highest monthly application total to date, but this number does not account for the numerous calls and assistance given regarding renewals and questions about the passport process. The agents are great representatives of PPL and receive many compliments from the public for their outstanding customer service.

Youth Services Report to the Trustees: December 2021
 Submitted Jan. 6, 2022 by Melissa McCleary

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime (ages 2 – 5)	4	63	53
STEM Playgroup (ages 3 – 5)	1	9	8
Puppy Dog Tales	1	3	3
Homemade Holiday Cards (all ages)	1	3	n/a
Gingerbread House Craft (ages 12 – 18)	1	2	n/a
Scavenger Hunt: Holiday Pickle	1 (passive)	138	n/a
Christmas Tree Lighting Storytime	1	7	5
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	6	79	66
<i>Kids Program (ages 6-11) Total</i>	2	141	3
<i>Teen Program (ages 12-18) Total</i>	2	5	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	10	225	69
Number of Volunteers	4 adults + 8 teens = 12 volunteers		
Volunteer Hours	4 adult hrs + 16 teen hrs = 20 hours		

December Program Highlights:

--Though the program “Homemade Holiday Cards” was promoted and planned for all ages, only teens attended so this was counted as a teen program in statistics.

Other:

--Funds from the Bike Raffle (bicycle generously donated by Martha’s Bicycles in Plymouth) will be put towards new nonfiction titles in our juvenile collection. Topics of these books include dinosaurs, pirates, knights, and more!

--The Library table at the Christmas Tree Lighting had over 100 child visitors (according to the number of Gingerbread crafts we gave out) alongside other community members of all ages. Staff was able to promote upcoming programs and many of our online services.

--The teen Coloring Kit was placed in the YA Lounge again. Supplies include coloring pencils, crayons, washi tape, and pre-printed pages to color. So far this has been met with very positive reception and teens are often seen gathered around the table with pencils in hand.

Looking Toward January & Beyond:

--The Teen Take-and-Make will comeback in January as they’ve been so popular.

--We’ll be bringing in a special guest in January and February for “Sing with Your Baby,” geared toward ages 0-3 with their caregivers.



Pembroke Public Library staff ready for the Christmas Tree Lighting!

Reference Requests (Reference Desk only):

<u>Total requests:</u>	29
General information:	4
Technology:	9
Research:	6
Item requests:	9
<u>Readers' Advisory:</u>	<u>1</u>
In person:	14
Phone:	3
Email:	8
Website forms:	4

In-depth Reference help included:

- Printing from a USB drive.
- How to use the Pembroke vital records book for genealogy research.
- Changing a PIN number in hoopla.
- Locating academic articles online and using the BPL databases.

Adult Events:

Total: 18 events with 112 attendees, including:

- Monday, December 6th: Movie Matinee, *Respect* (Attendance: 10)
- Tuesday, December 7th: Book Club, *The Lions of Fifth Avenue* (Attendance: 10)
- Monday, December 13th: Movie Matinee, *Together Together* (Attendance: 4)
- Monday, December 20th: Movie Matinee, *The Polar Express* (Attendance: 3)
- Monday, December 27th: Movie Matinee, *Little Women* (Attendance: 4)
- Wednesdays December 1st, 8th, 15th, 22nd, and 29th: Yoga (5 events, total attendance: 36)
- Wednesdays December 1st, 8th, 15th, and 22nd: Jam Night at the Library (4 events, total attendance: 24)
- Tuesdays December 7th, 14th, 21st, and 28th: Knitting (4 events, total attendance: 21)

Projects included:

- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 103 applications in December.
- Ordering Adult books, AV materials, and eBooks and audiobooks for the library collection.
- Planning Adult events, creating flyers and publicity blurbs, updating the website and EventKeeper, and publicizing on Facebook.
- 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.
- Leading the Book Club meeting and getting books for club members.
- Answering all submissions from the "ask a question" form on the website and creating recommended reading lists for Adult Readers' Advisory forms.
- Creating and maintaining Fiction endcap displays.
- Weeding the Nonfiction collection.
- Starting to integrate the YA music collection with the Music CD collection by determining which CDs should move where (Pop, Rock, etc.).
- Creating website pages for the Kanopy, The New York Times, and World Press AtoZ Databases.
- Staffing the Library table at the Pembroke Tree Lighting.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2022 WORKSHEET

1/12/2022

		FY21	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$96,287.00			\$44,922.19	\$51,364.81	46.65%
Assistant Director	00016101-510103	\$62,179.00			\$15,961.76	\$46,217.24	25.67%
Full Time Salaries	00016101-510110	\$262,109.00			\$142,518.53	\$119,590.47	54.37%
P-T Pages	00016101-510123	\$17,668.00			\$8,450.25	\$9,217.75	47.83%
P-T Salaries - Aides	00016101-510124	\$142,410.00			\$69,966.87	\$72,443.13	49.13%
Sunday Opening hours	00016101-510138	\$13,000.00			\$5,412.43	\$7,587.57	41.63%
Emergency Shelter Staffing	00016101-510139	\$1,000.00			\$0.00	\$1,000.00	0.00%
Longevity	00016101-510140	\$2,150.00			\$1,750.00	\$400.00	81.40%
Personnel Services		\$596,803.00			\$288,982.03	\$307,820.97	48.42%
Heating Fuel	00016102-521030	\$13,000.00			\$5,176.92	\$7,823.08	39.82%
Water	00016102-523000	\$400.00			\$103.65	\$296.35	25.91%
Office Equipment	00016102-524046	\$800.00			\$0.00	\$800.00	0.00%
Telecom	00016102-534000	\$5,000.00			\$2,593.68	\$2,406.32	51.87%
Postage	00016102-534020	\$800.00			\$277.25	\$522.75	34.66%
Purchase of Services	00016102-538000	\$28,600.00			\$19,390.98	\$9,209.02	67.80%
Facilities/Maint Supplies repairs	00016102-543000	\$2,500.00			\$2,500.00	\$0.00	100.00%
Custodial Supplies	00016102-545000	\$3,600.00			\$1,866.84	\$1,733.16	51.86%
Library Materials	00016102-558040	\$6,000.00			\$3,537.06	\$2,462.94	58.95%
Program Supplies	00016102-558050	\$2,000.00			\$1,954.05	\$45.95	97.70%
Technology Supplies	00016102-558090	\$2,000.00			\$1,435.07	\$564.93	71.75%
Travel	00016102-571100	\$800.00			\$0.00	\$800.00	0.00%
Dues	00016102-57310	\$400.00			\$0.00	\$400.00	0.00%
General Expense		\$65,900.00			\$38,835.50	\$27,064.50	58.93%
Books	00016102-558030	\$90,000.00			\$56,616.42	\$33,383.58	62.91%
Capital-painting	00030610-600134	\$1,192.18			\$550.00	\$642.18	46.13%
Capital-Building & Equipment	00030610-600138	\$15,953.76			\$0.00	\$15,953.76	0.00%
Capital-Technology Equipment	00030610-600171	\$10,000.00			\$0.00	\$10,000.00	0.00%
Library Incentive	18-610-4650-364	\$17,387.64			\$15,500.00	\$1,887.64	89.14%
Municipal Equalization	18-610-4650-362	\$11,088.31			\$8,061.83	\$3,026.48	72.71%
NRC	18-610-4650-368	\$1,696.88			\$0.00	\$1,696.88	0.00%
Grants total		\$30,172.83			\$23,561.83	\$6,611.00	78.09%
Allison Darling (75% INT. YA books)	All as of 6/30/21	\$11,891.06				\$11,891.06	0.00%
Library Building Fund		\$319.55				\$319.55	0.00%
Center Library Trust Fund (any use)		\$5,301.60				\$5,301.60	0.00%
Center Library Trust Fund		\$20,962.04				\$20,962.04	0.00%
Della Chiesa (books only)		\$10,689.89				\$10,689.89	0.00%
Edna Raistrick (large print only)		\$4,233.22				\$4,233.22	0.00%
Irene Smith (interest only-YA ref. and non.)		\$9,878.85				\$9,878.85	0.00%
Trusts Total		\$63,276.21				\$63,276.21	0.00%
Passport Program Revenue	018-0610-0269-0-0-0-R	\$19,992.57	\$19,635.00	\$39,627.57	\$0.00	\$39,627.57	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$1,408.90	(\$1,408.90)	
Materials expenses from PP Income					\$6,336.86	(\$6,336.86)	
Passport Expense-Payroll	018-0610-0269-0-0-0-P	\$0.00			\$0.00	\$0.00	
Passport Program Net:		\$19,992.57	\$10,430.00	\$30,422.57	\$7,745.76	\$31,881.81	25.46%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$2,502.70	\$8,559.66	\$11,062.36	\$4,255.75	\$6,806.61	38.47%
Fines Balance	018-0610-0261-0-0-0-E	\$494.49	\$1,902.01	\$2,396.50	\$543.21	\$1,853.29	22.67%