

# Pembroke Public Library

**Trustees Meeting Agenda February 11, 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 January 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
  - Sidewalk repair for capital request
- Friends News
- Foundation news

#### New Business

- Town Meeting Articles due 2/12/21
- Certification and State Aid funds

Any unscheduled business following posting of agenda.

Posted 2-8-21, 11:59AM

Join Zoom Meeting

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

Meeting ID: 994 3652 1794

Passcode: 673288

One tap mobile

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## PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

*Meeting Minutes for January 14, 2021*

**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 6:42 P.M. The meeting was recorded. Larissa read Governor Baker's March 13, 2020 Executive Order regarding Open Meeting Law and virtual board meetings. The minutes of the December 10, 2020 meeting were read. Mary Beth made a motion to accept minutes as written, Sean seconded, and it was unanimously voted.

**OLD BUSINESS:** Town Manager put in place a temporary Wage & Personnel Scale to address the pay gap until the next Town Meeting.

FY22 budget is still being worked on (the Governor's information will be released next week). Town Manager suggested some budget cuts may be necessary.

A limited number of staff will be RFID trained, to start due to space restrictions. Full-time staff will be the first to be trained.

**DIRECTOR'S REPORT:** The Director's Report for December was read. Due to a dramatic rise in local COVID-19 cases, the library was closed for walk-in activity as of December 15<sup>th</sup>. Curbside pickup has not been affected. Overdrive and Hoopla! borrowing is as strong as ever, and 20 Passport applications were processed in December.

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

**YOUTH SERVICES REPORT:** The Youth Services Report for December was read. The Sock Penguin Take & Make Craft for ages 8-18 was extremely popular! Storytime To-Go Kits were rolled out last month and were also well-received. The To-Go Kits are intended to take the place of the Story Walk Melissa and staff offered during warmer months.

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

**REFERENCE LIBRARIAN'S REPORT:** The Reference Librarian's Report for December was read. There were a total of 23 reference requests; a mixture of in-person requests, phone requests, and Web form requests. The Book Club meeting for *Caleb's Crossing* was held on Tuesday, December 1<sup>st</sup>, with 10 attendees.

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

**FINANCIAL REPORT:** The Financial Report for December was reviewed. Debbie filed the State Grant (Technology) report at the end of December.

Carol moved to accept the Financial Report as written, Sean seconded, and it was unanimously voted.

**MAINTENANCE:** Several more roof shingles were torn from the building in a winter storm. They have since been repaired. The library will need a full roof replacement in the near future.

**FOUNDATION NEWS:** The Foundation is in transition, searching for a new President. There is renewed interest in the Library's goals, which the Foundation will fund.

**FRIENDS NEWS:** The Friends have been very active! There will be three tiers of membership now, with rewards at each level. There are several fundraisers and events being planned for 2021. The 2020 Holiday Ornament sold well.

**NEW BUSINESS:** The annual Conflict of Interest Training and signature receipt documents are due in May.

Sean mentioned COVID-19 vaccination and there was some discussion about whether or not the library staff will be offered the vaccine through the Town or whether they will be on their own to be vaccinated, should they wish to be. We'll stay tuned.

The next meeting of the Board of Trustees will be held on Thursday, February 11, 2020 at 6:30pm.

Sean moved to adjourn the meeting, Mary Beth seconded. The meeting was adjourned at 7:13 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary

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

**Circulation**

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Adults	5303	5997	5787	2503
YA	304	471	343	161
Children	2953	4095	3967	1583
<b>TOTAL:</b>	<b>8560</b>	<b>10563</b>	<b>10097</b>	<b>4247</b>
<b>Downloads</b>				
Overdrive	1318	1738	1848	2204
Hoopla	-	-	157	247
Online resources Usage	1098	1289	889	1001
Museum Passes	42	56	50	3
Patrons registered for new cards	44	88	66	29
Mobile App renewals/holds	34	145	405	773
Non-resident borrowing	1484	2067	2080	843
Overdrive patron registration	17	36	26	15
Items loaned to other libraries	2170	2646	2808	183
Item borrowed from other libraries	1426	1973	1899	105
ComCat loaned	27	27	21	14
ComCat borrowed	14	39	36+1	13+1
Passport applications	-	-	74	41
Visitor Count	-	9158	8020	0

<b>Collections</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Items added	598	508	482	427
Items discarded	659	718	275	223
Items marked Missing	20	14	27	17

<b>Events</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Adult programs	15	14	15	4
Adult attendees	105	99	183	34
Youth events	27	24	31	5
Youth attendees	524	526	848	165

<b>Computer Use</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Internet and Office	706	626	700	0
Juvenile	157	178	182	0
Total	863	804	882	0

There were of course no meetings this January. The meeting room was used 33 times and the Trustees Room was used 15 times last January.

**Staff and other news:**

Since the library remained closed to walk-ins in January, there were 773 curbside pick-ups serviced by staff. That number does not reflect the work behind the scenes of pulling the holds, or placing them for people, calling to arrange pick-up, checking them out, bagging them and bringing them out to the curb. The staff is doing it all with smiles in their voices, you can't see them of course with the masks, but you can tell they are there. On a sad note, a patron was injured in a fall in front of the building.

**Key:**

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

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime To-Go Kits: Forest Friends (ages 2-5)	1 (passive)	36	22
Take & Make Craft Kit: Book Hedgehogs (ages 8-18)	1 (passive)	57	30
Raising a Reader (ages 3-5)*	3	10	10
<b>Kids Program Total</b>	5	103	62
<b>Teen Program Total</b>	n/a	n/a	n/a
<b>TOTALS</b>	5	103	62

**January Programs:**

--Many patrons have been happy with our Take-Home Kits. A collage of photos sent in by patrons (and used with permission of primary caregivers) is included below; both the Book Hedgehog craft kits and the Storytime Forest Friends kits are represented. The collage photos will be posted on our social media accounts!

--Quotes from patron emails this month regarding programming:

--"[T]hanks again for the Storytime and crafts take-home kits. [T]hey are helping to keep up a 'school' atmosphere for a part of the day, to make up for the COVID-forced isolation. [My child] will be ready for kindergarten in September thanks in part to your efforts!"

--"Thank you Melissa for all of the programs you create as well as craft kits. Our children have really enjoyed them!!"

**Other:**

--Attended RFID training workshop; tagging project has begun.

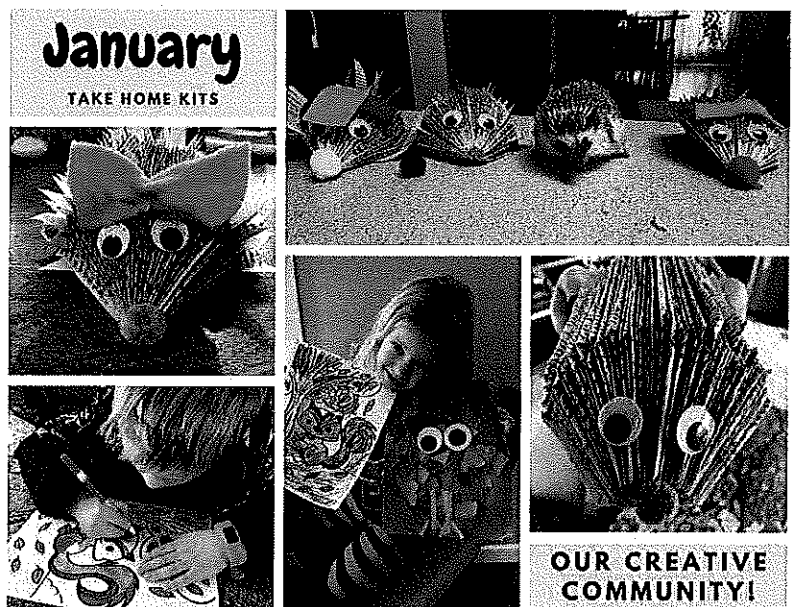
--Attended LSTA Grant Writing workshop to assist with our "Health & Wellness" grant.

--Reader's Advisory questions continue to come primarily through phone calls and include a variety of ages and topics. Examples include historical fiction for a 6<sup>th</sup> grade project, picture books to explain death and grief to young children, early readers featuring outer space, and books for K-2 students about early railroads.

**Looking Toward February:**

--We will continue our To-Go and Take & Make Kits as they're growing in popularity. A question about age group(s) completing the craft will be added to the Take & Make kit registration form to gather statistics about the number of teens and individual adults. This will be reflected in the February report.

--Summer Reading planning will begin in earnest with another possible collaboration between other south shore libraries for our Teen Team Read program.



## January 2021 Reference/Adult Services Report

Stephanie McBain  
2/2/2021

### Reference Requests (Reference Desk only):

<b><u>Total requests:</u></b>	<b>15</b>
General information:	3
Research:	1
Item requests:	4
<u>Readers' Advisory:</u>	<u>7</u>
Phone:	8
Email:	1
Website forms:	6

### In-depth Reference help included:

- Locating repositories for the *Old Colony Memorial* newspaper.
- Finding sources on the history of the Pembroke police department.
- Finding a summary of *The Last of the Mohicans*.

### Adult Events:

#### **Total: 4 virtual events with 34 attendees, including:**

- Tuesday, January 5<sup>th</sup>: Book Club, *Maybe You Should Talk to Someone* (Attendance: 12)
- Wednesdays January 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>: "Read Using Your Funny Bone" (3 events, total attendance: 22)

### 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, getting books for club members, and creating and monitoring a survey for our next few months of reading selections.
- Working with Miss Melissa to plan and prepare the all ages Take and Make birdseed cookies craft.
- 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, or compiling email lists of reading suggestions when requested.
- Helping staff the main desk and monitor the curbside phone.
- Ordering Historical Fiction books, CDs, and DVDs for the library collection.
- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms.
- Attending an LSTA grant writing webinar presented by MBLC.
- Attending a training session on RFID and using the tagging cart.

PEMBROKE PUBLIC LIBRARY  
FISCAL YEAR 2021 WORKSHEET

2/10/2021

		FY21	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$93,465.00			\$58,593.05	\$34,871.95	62.69%
Assistant Director	00016101-510103	\$60,356.00			\$37,836.93	\$22,519.07	62.69%
Full Time Salaries	00016101-510110	\$259,108.00			\$162,241.38	\$96,866.62	62.62%
P-T Pages	00016101-510123	\$15,079.00			\$10,465.38	\$4,613.62	69.40%
P-T Salaries - Aides	00016101-510124	\$135,472.00			\$71,621.34	\$63,850.66	52.87%
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>\$342,208.08</b>	<b>\$237,121.92</b>	<b>59.07%</b>
Heating Fuel	00016102-521030	\$14,000.00			\$5,618.06	\$8,381.94	40.13%
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			\$3,106.26	(\$106.26)	103.54%
Postage	00016102-534020	\$1,200.00			\$204.99	\$995.01	17.08%
Purchase of Services	00016102-538000	\$26,000.00			\$21,096.35	\$4,903.65	81.14%
Facilities/Maint Supplies repairs	00016102-543000	\$2,000.00			\$3,560.18	(\$1,560.18)	178.01%
Custodial Supplies	00016102-545000	\$2,000.00			\$2,843.05	(\$843.05)	142.15%
Library Materials	00016102-558040	\$5,900.00			\$3,168.63	\$2,731.37	53.71%
Program Supplies	00016102-558050	\$1,200.00			\$18.03	\$1,181.97	1.50%
Technology Supplies	00016102-558090	\$2,000.00			\$2,168.28	(\$168.28)	108.41%
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>\$42,804.70</b>	<b>\$16,995.30</b>	<b>71.58%</b>
<b>Books</b>	00016102-558030	<b>\$90,000.00</b>			<b>\$50,103.55</b>	<b>\$39,896.45</b>	<b>55.67%</b>
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	\$8,523.66	\$19,847.77	\$10,983.79	\$8,863.98	55.34%
Municipal Equalization	18-610-4650-362	\$7,672.49	\$4,766.07	\$12,438.56	\$6,356.95	\$6,081.61	51.11%
NRC	18-610-4650-368	\$0.00	\$1,850.40	\$1,850.40	\$0.00	\$1,850.40	
<b>Grants total</b>		<b>\$18,996.60</b>	<b>\$15,140.13</b>	<b>\$34,136.73</b>	<b>\$17,340.74</b>	<b>\$16,795.99</b>	<b>50.80%</b>
<b>State Grant (Earmark for technology)</b>	0365-520000	<b>\$3,628.96</b>			<b>\$3,628.96</b>	<b>(\$0.00)</b>	<b>100.00%</b>
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				\$310.79	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	\$4,615.00	\$13,522.94	\$0.00	\$13,522.94	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$447.50	(\$447.50)	
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>\$4,615.00</b>	<b>\$13,522.94</b>	<b>\$2,079.76</b>	<b>\$11,443.18</b>	<b>15.38%</b>
Library Gifts Balance	018-0610-0263-0-0-0-E	\$1,301.02	\$3,549.02	\$4,850.04	\$3,503.02	\$1,347.02	72.23%
Fines Balance	018-0610-0261-0-0-0-E	\$278.13	\$1,212.19	\$1,490.32	\$1,000.00	\$490.32	67.10%