



Pembroke Public Library
Trustees Meeting Agenda

February 15, 2023 at 7:00 PM
Trustees' Room

INTRODUCTION OF ATTENDING STAFF MEMBERS

MINUTES OF PREVIOUS MEETING(S):

January 18, 2023

OLD BUSINESS:

Building updates

REPORTS:

January – Youth Services, Adults/Reference Librarian and Director

NEW BUSINESS:

Conflict of Interest training

Treasurer Board position

Search Committee updates

FY 24 Action Plan submitted to MBLC and accepted

Budget proposed for FY 24

Senior no fine status changes for network

Presentation of policies to be updated

Request for Reconsideration of Library Materials Policy

Policy for Lending to Decertified Libraries

Discussion regarding formatting for updating Fundraising Policy

Any unscheduled business following the posting of the agenda



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for January 18, 2023

ATTENDING: Kathy Benvie (Interim Director), Larissa Curley, Sean Fitzpatrick (Chair), Melissa McCleary (Youth Services Librarian), Jill Taylor, and Carol Watches.

Sean Fitzpatrick, Chair, called the meeting to order at 7:01 P.M.

MINUTES OF PREVIOUS MEETING(S): The open meeting minutes from the November 1, 2022 meeting were reviewed. Mary Beth moved to accept the minutes as written, Larissa seconded, and it was so voted. The minutes of the November 16, 2022 meeting were reviewed. Larissa moved to accept the minutes (with removal of Carol's name from the attendee list, as she did not attend the meeting), Sean seconded, and it was so voted.

OLD BUSINESS: *Memorial book plates for former Trustee, Lyn Dionne* – The Trustees have reimbursed the library for the books and book plates which were purchased in memory of former Trustee, Lyn Dionne.

DIRECTOR'S REPORT(S): The Director's report for October was reviewed. Mary Beth inquired about the numbers for mobile holds, which were listed under 'September'. Kathy has found some discrepancies and errors in previous reports and is working on rectifying these. She will revise several months' worth of reports and investigate whether or not the state must be notified of the revisions. Mary Beth moved to accept the report with the understanding that numbers may be amended in the future, Larissa seconded, and it was so voted.

The Director's report for November was reviewed. Mary Beth moved to accept the report as written, Larissa seconded, and it was so voted.

The Director's report for December was reviewed. Jill noted a discrepancy between the Youth Services programming numbers on this report as compared to the numbers on the Youth Services report. The Youth Services report is believed to contain the accurate numbers. Kathy will double check and revise the appropriate report. Carol moved to accept the report with anticipated changes to youth programming numbers, Jill seconded, and it was so voted.

YOUTH SERVICES REPORT(S): The Youth Services report for October was reviewed. Carol moved to accept the report as written, Jill seconded, and it was so voted.

The Youth Services report for November was reviewed. Mary Beth moved to accept the report as written, Carol seconded, and it was so voted.

The Youth Services report for December was reviewed. Carol was delighted to read about the pretend Hot Cocoa station; Melissa said she enjoyed facilitating this program for the kids. Mary Beth moved to accept the report as written, Jill seconded, and it was so voted.

REFERENCE LIBRARIAN'S REPORT(S): The Reference Librarian's report for October was reviewed. Mary Beth moved to accept the Reference Librarian's report as written, Carol seconded, and it was so voted.

The Reference Librarian's report for November was reviewed. Jill moved to accept the Reference Librarian's report as written, Mary Beth seconded, and it was so voted.

The Reference Librarian's report for December was reviewed. Mary Beth moved to accept the Reference Librarian's report as written, Carol seconded, and it was so voted.

FINANCIAL REPORT(S): Kathy is still working back through the past several months' of financial reports to cross-check information and ensure the reporting is accurate. She is keeping copious notes of any changes made in updating previous financial reports and is retaining backup documentation as well. The reports will be accurate, going forward.

Kathy suggests adjusting the format of the library's monthly financial reports to more closely match the town's operating budget reports, for easier cross-referencing. The Trustees agree this will be an excellent adjustment. Jill made a motion to accept the December Financial Report as printed, Mary Beth seconded, and it was so voted.

Bob DeMarzo (Foundation President) joined the meeting at 7:33 P.M.

FOUNDATION NEWS: Bob DeMarzo was recognized by the Chair. Bob met with the Selectboard this evening and they gave their blessing for the library to allow naming rights for potential future additions to the library.

Plans and idea sessions – The biggest thing to work on this year is to decide what the Foundation's focus is going to be on. There will be many different opinions, and Bob wants to ensure this is managed equitably. Kathy will give staff a chance to brainstorm about the library's needs and will oversee the creation of a survey so patrons' thoughts can be gathered. The benefactor would like to see computers and books, Bob would like STEM options, and/or the entryway and alcoves could be repurposed for use as sound-proof booths. Jill would like to see the Trustees' Room white board updated to a computer monitor or a smart white board/monitor combo.

Fundraising update – The Foundation raised \$240,000 in 2022, and they are eager to continue progress on funding the construction of a building addition. Bob is planning to speak to Representative Cutler to request additional funds be earmarked for the Foundation.

NEW BUSINESS: *Search Committee Update* – Two candidates for the position of library Director have been interviewed by the Search Committee. One of them will be moving forward to the second stage of what is now a three-stage process. The first stage is the initial interview and the second stage is a shadow interview, where the candidate meets with staff and spends some time getting familiar with the library. The third stage of the process is the candidate interview before the Board. The Committee would prefer not to post the Director's position to the ALA job list at this time.

ALA job listing – The ALA job listing is not currently needed, but Sean proposed the Trustees take a vote to approve the expenditure for a set period of time so a job listing could be posted in the future, should it be needed. Jill suggested the Trustees vote to approve a two to three-month job listing expenditure, expiring at the end of the fiscal year, so the Search Committee will have discretion in when and how long to post a job listing, if ever.

Jill made a motion to approve two months' expenditure, from passport funds, for the ALA's \$349 Enhanced Posting, to be used at the Search Committee's discretion at any point before the end of this fiscal year. The library is a member of the ALA and would receive member pricing for this service. Mary Beth seconded and it was so voted.

FY24 Action Plan – Melissa and Stephanie have compiled a FY24 Action Plan. The Trustees reviewed the Plan and discussed with Melissa the changes to formatting and content that will occur with the Plan for FY25 (the Plan will be more detailed). Kathy reiterated that the new Director will need to compile a new Strategic Plan, ASAP. Carol made a motion to accept the FY24 Action Plan as written, Mary Beth seconded and it was so voted.

Budget Planning FY24 – Kathy would like the town to fund 50% of the library's programming budget, as the line is chronically underfunded. There also hasn't been an increase to the books line in several years. Kathy is working to come up with a strategy for sourcing the funds to cover the book line appropriately.

Friends' commitment for ongoing programs funding – The Friends have agreed to fund the library's Movie Matinees and Youth Services Make and Take crafts. They have generously agreed to cover the costs of both through June, 2023.

Capital Planning – The water fountain conversions and rooftop unit replacement funding requests have previously been filed with the town. Kathy has added parking lot repair, including parking lot lights, and replacement windows.

Building update – The gutters and phone system have been repaired. The public restroom bathroom floors have been cleaned and sealed. The floors now look really great for their age. New blinds are being installed in the Meeting Room, courtesy of the Friends!

A section of the heating system, specifically rooftop unit number one, is non-functioning. Initial repairs which were done have failed. The heat exchanger will need to be repaired and that will involve use of a crane. Stephanie, Kathy, and Bill Chenard (Town Manager) have been in contact with each other regarding this extensive repair, and Bill has a backup plan for portable heating units, should they be needed, this winter.

Silver Lake's carpentry program is building a "de-stink box" for the library, so materials with any unpleasant odors can be safely aired out.

Presentation of policies to be updated –

Customer Service Policy – Mary Beth mentioned a grammatical revision under I(a), suggesting "and" in place of "but". Also, under II(a), should read "is a representative", rather than "is representative". Carol suggested, also under II(a), "the impression made on our patrons by our staff profoundly affects...". Jill made a motion to approve the Customer Service Policy as amended, Mary Beth seconded, and it was so voted.

Web Link Policy – Mary Beth pointed out, under section V, that 'BPL' should read 'PPL'. An Oxford comma should be added to the sentence on page 3, item number 6. Mary Beth made a motion to approve the Web Link Policy as amended, Larissa seconded, and it was so voted.

Request for Reconsideration of Library Materials Policy – A SAILS form has been added to this policy. Section I, item e mentions the form, as does Section II. Carol made a

motion to approve the Policy and the addition of the SAILS form, Mary Beth seconded, and it was so voted.

Request for Reconsideration – The library is in the process of completing a request for reconsideration. Kathy did not go into detail, as the Committee has not yet met with the requestor. The Trustees will be updated after that meeting takes place.

Patron suggestion for placement of Aunt Flo dispenser – These dispensers have still not been installed into the restrooms, but the products have been placed into all of the public restrooms, save the family restroom, as the family restroom does not have the counter space for the products. A sign has been placed on the counter in the family restroom, directing patrons to the other bathrooms. Several factors were involved in the library's decision to place these sanitary products in the men's restroom as well as in the women's restroom. We have young patrons who are in need of these products who prefer to use the family restroom, who are too timid to enter the other bathrooms and have asked their male caregivers to obtain the products for them. We have disabled patrons with male caregivers who are in need of these products. Younger patrons are often avoidant of requesting sanitary products from staff at the circulation desk, or may need access to them in a hurry. As a reminder, the Aunt Flo dispensers and accompanying products are generously donated to the library for patron use.

Staff Holiday party – There are no firm plans yet, but there will be an event at some point in February for the staff to enjoy. The party will be funded by a private donation.

The next Trustee meeting is scheduled for Wednesday, February 15, 2023 at 7:00 P.M. Jill moved to adjourn, Mary Beth seconded; the meeting was adjourned at 9:43 P.M.

Respectfully submitted,

Jillian Taylor, Secretary

Youth Services Report to the Trustees: January 2023

Submitted February 3, 2023 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	8	184	147
Baby Lapsit (ages 0 – 2)	3	41	36
STEM Playgroup with South Shore Family Network (ages 3 – 5)	2	47	34
Music Makers with Ms. Bethany (ages 0-4)	1	31	27
CNK Visit for ages 4 – 5 (off-site)	2	32	5
LEGO Club	1	20	19
Puppy Dog Tales	1	9	4
Author Visit (Cam-Mac Express) & STEM Activity	1	7	5
Scavenger Hunt: Missing Mittens	1 (passive)	202	n/a
Teen Anime Club (ages 11 – 15)	1	3	n/a
Take & Make: Cats in Sweaters (ages 12 – 18)	1 (passive)	48	n/a
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	16	335	249
<i>Kids Program (ages 6-11) Total</i>	4	238	28
<i>Teen Program (ages 12-18) Total</i>	2	51	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	22	624	277
Number of Volunteers	2 adults + 5 teens = 7 volunteers		
Volunteer Hours	2 adult hrs + 15 teen hrs = 17 hours		

January Program Highlights:

--We've seen a big increase in attendance for Baby Lapsits this month with an average of 14 babies at each program; our average attendance for all Baby Lapsits in 2021 was 8 babies.

--School visits have become much more scarce since COVID so it was wonderful to visit two classes this month!

Other:

--Attended South Shore Advisory Council meeting for grant updates and early literacy training from South Shore Family Network.

--Collaborated with WIC Supplemental Nutrition Program to bring in a representative directly after the Music Makers program. Rep distributed information about their services for families with children ages 0-5.

--Collaborated with South Shore Habitat for Humanity to begin development of a storytime program by offering book recommendations, story telling tips, and general logistic information.

Reference Requests (Reference Desk only):

Total requests:	27
General information:	1
Technology:	11
Research:	1
Item requests:	5
Readers' Advisory:	1
Passports:	8
In person:	20
Phone:	3
Email:	2
Website forms:	2

In-depth Reference help included:

- Using Libby through the web browser on a Kindle.
- Research on the J. H. West Box Factory.
- Navigating the Libby app and how to download and listen to audiobooks.
- Downloading DNA from Ancestry and uploading to MyHeritage.
- The basics of using Microsoft Word.

Adult Events:

Total: 18 events with 185 attendees, including:

- Tuesday, January 3rd: Book Club, *The Maid* (Attendance: 12)
- Monday, January 9th: Movie Matinee, *Don't Worry Darling* (Attendance: 14)
- Monday, January 23rd: Movie Matinee, *The Good House* (Attendance: 15)
- Saturday, January 28th: "Building Your Healthy Life Beyond the New Year" with Meghan Watts (Attendance: 9)
- Monday, January 30th: Movie Matinee, *Ticket to Paradise* (Attendance: 21)
- Tuesday, January 31st: Genealogy Night (Attendance: 6)
- Tuesdays January 3rd, 10th, 17th, 24th, and 31st: Knitting (5 events, total attendance: 32)
- Wednesdays January 4th, 11th, 18th, and 25th: Yoga (4 events, total attendance: 47)
- Wednesdays January 11th, 18th, and 25th: January Poetry Webinar Series with Roz Kubek (3 virtual events, total attendance: 29)

Projects included:

- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 109 applications this month.
- Ordering Adult books, AV materials, and eBooks and audiobooks for our library collection, as well as eBooks and audiobooks for the SAILS network OverDrive collection.
- Planning all Adult events; creating flyers, calendars, and publicity blurbs; updating the website and EventKeeper; and publicizing on social media.
- Compiling and publishing the monthly Pembroke Public Library newsletter, and checking the daily 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, and leading and finding resources for the genealogy group meeting.
- Answering submissions from the "ask a question" form on the website and creating recommended reading lists for Adult Readers' Advisory forms.

- Maintaining the Adult Book Club and New Nonfiction displays and selecting books for the Blind Date with a Book display.
- Completing weeding of the Books on CD and Music CD collections.
- Working with the Council on Aging for the Words on Wheels program, which currently has 3 participants, and ordering the COA Book Club books.
- Coordinating Meeting Room scheduling for both meetings and exhibits.
- Assuming some responsibilities of the Assistant Director including daily and weekly financial records.
- Serving on the Library Director Search Committee.

**Director's Monthly Report January 2023
Pembroke Public Library**

Circulation	Jan 2020	Jan 2021	Jan 2022	Dec 2022	Jan 2023
Adults	5787	2503	4434	3739	4140
YA	343	161	363	226	304
Children	3967	1583	2931	2825	3630
TOTAL:	10097	4247	7728	6790	8074
OverDrive total / (OA total):	1848	2204	2158	1837	2193 / (684)
Hoopla total:	157	247	327	297	371
Kanopy total:			72	92	46
NY Times total:			10	21	18
Online resources Usage	889	1001	1175	745	1059
Museum Passes	50	3	20	41	18
Overdrive patron registration	26	15	24	22	27
Patrons registered for new cards	66	29	71	42	83
Mobile holds/renewals	405	773	499	285	666
Non-resident borrowing	2080	843	1727	1417	1688
Items loaned to other libraries	2808	183	2454	2014	2134
Item borrowed from other libraries	1899	105	1407	1175	1366
ComCat loaned	21	14	17	4	12
ComCat borrowed	36+1	13+1	32	23+6	23+4
Passport applications	74	41	104	117	109
Visitor Count	8020	0	5392	5883	6987

Collections	Jan 2020	Jan 2021	Jan 2022	Dec 2022	Jan 2023
Items added	482	427	589	487	507
Items discarded	275	223	1070	445	261
Items marked Missing	27	17	34	6	16

Events	Jan 2020	Jan 2021	Jan 2022	Dec 2022	Jan 2023
Adult programs	15	4	17	12	18
Adult attendees	183	34	103	88	185
Youth events	31	5	12	14	22
Youth attendees	848	165	280	433	901

Computer Use	Jan 2020	Jan 2021	Jan 2022	Dec 2022	Jan 2023
Internet	700	0	194	262	340
Juvenile	182	0	101	180	215
Total	882	0	295	442	555

The meeting room was used 33 times and the Trustees Room was used 17 times in January.

Staff and other news:

The monthly reports will now show the OverDrive Advantage (PPL purchased items) circulation for the month within parenthesis after the total OverDrive circulation statistics. The FY 2024 Action Plan was submitted to and accepted by the MBLC.