

Pembroke Public Library: Trustees Meeting Agenda March 11, 2021 6:30 PM

REMOTE

REMOTE PARTICIPATION (ZOOM APPLICATION)

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

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 February 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

Any unscheduled business following posting of agenda.

Join Zoom Meeting

<https://zoom.us/j/99436521794?pwd=TGZzeUpERkQ3K2FENWxqbzlpODhIUT09>

Meeting ID: 994 3652 1794

Passcode: 673288

One tap mobile

+13126266799,,99436521794#,,, *673288# US (Chicago)

+16465588656,,99436521794#,,, *673288# US (New York)

Find your local number: <https://zoom.us/u/aeogkaKgzK>

POSTED 3-8-21, 12:30PM

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for February 11, 2021

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

Larissa Curley, Chairperson, called the virtual meeting to order at 6:33 P.M. Larissa read Governor Baker's March 12, 2020 Executive Order regarding Open Meeting Law and virtual board meetings. The minutes of the January meeting were read. Mary Beth made a motion to accept minutes as written, Sean seconded, and it was so voted.

OLD BUSINESS: Curbside pickup is going extremely well. Outreach has been excellent and the number of pickups has been increasing each week. Debbie hopes to re-open the library on Monday, February 22nd, but a final decision has not yet been made. The number of COVID-19 cases in town have been on a downward trend, which is encouraging.

The FY22 budget is still being worked on; updates to follow.

RFID is going well, so far. Staff has been collaborating and working on best practices for the new system.

DIRECTOR'S REPORT: The Director's Report for January was read. There were 773 curbside pick-ups completed in February. A lot of behind-the-scenes work was done to achieve such a high volume; staff was busy pulling holds, arranging pick-ups, checking out and bagging materials, and bringing items out at the arranged times.

Forty-one Passport applications were processed this month, and downloadable content remains extremely popular.

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

YOUTH SERVICES REPORT: The Youth Services Report for January was read. The Storytime To-Go programs this month were very popular! The feedback on Take-Home Kits has been positive. Melissa attended the RFID training and has begun tagging.

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for January was read. There were a total of 15 reference requests this month, including research, specific item requests, and general information requests.

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

FINANCIAL REPORT: The Financial Report for January was reviewed.

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

MAINTENANCE: Unfortunately, a patron was injured in a fall on the sidewalk in front of the library. Sidewalk repair was already part of the Capitol Plan, but its priority has been moved up.

FOUNDATION NEWS: No news to report.

FRIENDS NEWS: No news to report.

NEW BUSINESS: Town Meeting Articles have been submitted prior to the deadline. These include the Capitol Plan, funds for additional computers, and addressing pay rates for pages and aides.

The next meeting of the Board of Trustees will be held on Thursday, March 11, 2021 at 6:30pm.

Carol moved to adjourn the meeting, Lyn seconded. The meeting was adjourned at 7:00 P.M.

Respectfully submitted,

Jillian Taylor
Secretary

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

Circulation	2018	2019	2020	2021
Adults	5356	5812	5734	2397
YA	388	466	394	143
Children	3188	4278	3978	1700
TOTAL:	8932	10556	10106	4240
Downloads				
Overdrive	1137	1644	1936	1980
hoopla	-	-	153	262
Online Resource Usage	1158	859	941	367
Museum Pass Usage	67	70	74	12
Patrons registered	56	88	79	25
Overdrive patron registration	14	22	30	14
Mobile app renewals/holds	55	130	313	662
Non-resident borrowing	1602	2060	1974	888
Items loaned to other libraries	1975	2316	1882	2454
Item borrowed from other libraries	1516	1841+3	2762	2023
Commonwealth Catalog loaned	18	26	30	17
Commonwealth Catalog borrowed	24	44	29+3	18+2
Passport Applications	-	56	97	40
Visitor Count	-	7964	8408	284

Collections	2018	2019	2020	2021
Items added	549	820	521	349
Items discarded	161	715	1736	259
Items marked Missing	13	25	21	30

Events	2018	2019	2020	2021
Adult programs	11	12	13	4
Adult attendees	108	106	152	37
Youth events	21	25	27	5
Youth attendees	590	841	793	312

A fuller Youth Services and Reference Librarian report is attached.

Computer Use	2018	2019	2020	2021
Internet	767	614	637	10
Juvenile	167	180	256	0
Total	934	794	893	10

There was no meeting room use. The meeting room was used 28 times last February; the Trustees Room was used 9 times last February.

Staff and other news:

There was an unpleasant and mostly unexplained septic issue that was resolved at the beginning of the month. After closing the doors again in December, they were reopened on the 25th after a consistent decline in Covid numbers. There were 787 curbside pick-ups this month. Curbside option will again continue.

Youth Services Report to the Trustees: February 2020
 Submitted March 4 2021 by Melissa McCleary

Key:

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

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime To-Go Kits: Starry Nights (ages 2-5)	1 (passive)	70	45
Take & Make Craft Kit: Birdseed Cookies (ages 6 - adult)	1 (passive)	98 kids, 16 teens	50
Raising a Reader (ages 3-5)*	3	19	14
Kids Program Total	4	187	109
Teen Program Total	n/a	16	n/a
TOTALS	5	203	109

February Programs:

--Our Take-and-Make Kit, Birdseed Cookies, was very popular, going to over 70 different households in the community; there will be many well-fed birds in Pembroke. In addition to the instructions and supplies, Stephanie created a bird identification guide was included with information from the MA Audubon website.

--Interest in Storytime To-Go Kits also went up along with requests for books to match the theme. The Kit included supplies to create shadow puppets, a guide of bedtime yoga poses for young children, two differentiated counting activities, and more!



One patron sent us a photo of a tufted titmouse enjoying a birdseed cookie.

Other:

--Attended an MLS Summer Library Program 2021 Brainstorming Session.

--Assisted in an "Among Us" librarian tutorial for teen programming.

--Created Bitmoji classroom for Black History Month.

--Created PPL's 2020 "Year in Review" infographic.

Looking Toward March:

--March will feature a Storytime To-Go Kit with the theme of "Ocean Explorations." The Take-and-Make (for all ages) will be a Pom-Pom Sheep.

February 2021 Reference/Adult Services Report

Stephanie McBain
3/1/2021

Reference Requests (Reference Desk only):

<u>Total requests:</u>	16
General information:	4
Technology:	2
Item requests:	4
<u>Readers' Advisory:</u>	<u>6</u>
In person:	4
Phone:	1
Email:	9
Website forms:	2

In-depth Reference help included:

- Using the Libby app.
- Accessing and searching our online databases.

Adult Events:

4 virtual events with 37 attendees, including:

- Tuesday, February 2nd: Book Club, *Disappearing Earth* (Attendance: 11)
- Wednesdays February 10th, 17th, and 24th: Short Stories, Big Impact (3 events, total attendance: 26)

February Take & Make:

- Birdseed Cookies (26 adult participants)

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 Fiction endcap displays.
- Working on the RFID tagging project.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2021 WORKSHEET

3/11/2021

		FY21	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$93,465.00			\$65,898.33	\$27,566.67	70.51%
Assistant Director	00016101-510103	\$60,356.00			\$42,554.41	\$17,801.59	70.51%
Full Time Salaries	00016101-510110	\$259,108.00			\$182,622.16	\$76,485.84	70.48%
P-T Pages	00016101-510123	\$15,079.00			\$12,216.15	\$2,862.85	81.01%
P-T Salaries - Aides	00016101-510124	\$135,472.00			\$81,640.74	\$53,831.26	60.26%
Overtime	00016101-510130	\$0.00			\$0.00	\$0.00	
Sunday Opening hours	00016101-510138	\$13,000.00			\$4,024.62	\$8,975.38	30.96%
Emergency Shelter Staffing	00016101-510139	\$1,000.00			\$0.00	\$1,000.00	0.00%
Longevity	00016101-510140	\$1,850.00			\$1,850.00	\$0.00	100.00%
Personnel Services		\$579,330.00			\$390,806.41	\$188,523.59	67.46%
Heating Fuel	00016102-521030	\$14,000.00			\$8,056.75	\$5,943.25	57.55%
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			\$3,558.84	(\$558.84)	118.63%
Postage	00016102-534020	\$1,200.00			\$325.90	\$874.10	27.16%
Purchase of Services	00016102-538000	\$26,000.00			\$22,503.45	\$3,496.55	86.55%
Facilities/Maint Supplies repairs	00016102-543000	\$2,000.00			\$3,560.18	(\$1,560.18)	178.01%
Custodial Supplies	00016102-545000	\$2,000.00			\$3,577.69	(\$1,577.69)	178.88%
Library Materials	00016102-558040	\$5,900.00			\$3,470.03	\$2,429.97	58.81%
Program Supplies	00016102-558050	\$1,200.00			\$394.86	\$805.14	32.91%
Technology Supplies	00016102-558090	\$2,000.00			\$2,335.28	(\$335.28)	116.76%
Travel	00016102-571100	\$1,000.00			\$0.00	\$1,000.00	0.00%
Dues	00016102-57310	\$400.00			\$225.00	\$175.00	56.25%
General Expense		\$59,800.00			\$48,803.85	\$10,996.15	81.61%
Books	00016102-558030	\$90,000.00			\$54,988.75	\$35,011.25	61.10%
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	
Grants total		\$18,996.60	\$15,140.13	\$34,136.73	\$17,340.74	\$16,795.99	50.80%
State Grant (Earmark for technology)	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%
Trusts Total		\$63,066.48				\$63,066.48	0.00%
Passport Program Revenue	018-0610-0269-0-0-0-R	\$8,907.94	\$6,470.00	\$15,377.94	\$0.00	\$15,377.94	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$1,300.39	(\$1,300.39)	
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	
Passport Program Net:		\$8,907.94	\$6,470.00	\$15,377.94	\$2,932.65	\$12,445.29	19.07%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$1,301.02	\$3,618.96	\$4,919.98	\$3,699.14	\$1,220.84	75.19%
Fines Balance	018-0610-0261-0-0-0-E	\$278.13	\$1,285.24	\$1,563.37	\$1,000.00	\$563.37	63.96%