

Pembroke Public Library: Trustees Meeting Agenda April 8, 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 March Meeting

Old Business

Curbside and reopening updates

FY22 Budget

RFID project update

Town Meeting Capital request (tech and sidewalk)

Director's Report

Youth Services Report

Reference Librarian Report

Financial Updates

Building Maintenance

Friends News

Foundation news

New Business

Any unscheduled business following posting of agenda.

Join Zoom Meeting

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

Meeting ID: 994 3652 1794

Passcode: 673288

One tap mobile

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Posted 4-5-21, 3:48PM

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for March 11, 2021

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

Larissa Curley, Chairperson, called the virtual meeting to order at 6:30 P.M. Larissa read Governor Baker's March 12, 2020 Executive Order regarding Open Meeting Law and virtual board meetings. The minutes of the February meeting were read. Carol made a motion to accept minutes as written, Lyn seconded, and it was so voted.

OLD BUSINESS: Curbside pickup is going extremely well. The library is almost back to being open "normal" business hours.

Town Manager and Debbie have continued to work on FY22 budget and progress is being made. Debbie is planning a presentation for the Town Manager and the Advisory Board.

The RFID project is moving forward steadily, with teams working on Sundays to make progress. Staff began with CDs and is now working on DVDs.

DIRECTOR'S REPORT: The Director's Report for February was read. State guidelines have changed, so the new "quarantine" time for library books will be 24 hours. Overdrive numbers have increased over those of the past three years at this time; there were 1137 downloads in February of 2018, 1644 downloads in February of 2019, 1936 downloads in February of 2020, and 1980 downloads this February.

Carol moved to accept the Director's Report, as written, Jill seconded, and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for February was read. The Take & Make Craft Kit this month (Birdseed Cookies) went well, with 98 children and 16 teens participating. Storytime To-Go Kits (Starry Nights theme) were also popular; 70 children "attended".

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for February was read. There were a total of 16 reference requests in February. There were 11 attendees at the (virtual) Book Club meeting, for *Disappearing Earth*.

Lyn moved to accept the Reference Librarian's Report, as written, Carol seconded, and it was so voted.

FINANCIAL REPORT: The Financial Report for February was reviewed. The library has received state funding. Passport applications are continuing at a steady pace.

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

MAINTENANCE: Septic system needed repair due to a clog. It's been cleaned out and Debbie is hopeful there will be no further issues.

Sidewalk repair planning is underway. The repair company who came out to quote the work recommended an engineer be consulted.

FOUNDATION NEWS: No news to report.

FRIENDS NEWS: Friends had a meeting earlier this week. They are planning an outdoor book sale for June and some cool member sign up goodies.

NEW BUSINESS: No new business to report.

The next meeting of the Board of Trustees will be held on Thursday, April 8, 2021 at 6:30pm.

Carol moved to adjourn the meeting, Lyn seconded. The meeting was adjourned at 7:05 P.M.

Respectfully submitted,

Jillian Taylor
Secretary

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

Circulation:

	2018	2019	2020	2021
Adults	5930	6086	3660	4121
YA	393	512	315	276
Juvenile	3406	5038	2695	2859
TOTAL:	9729	11636	6670	7256
Downloads:				
Overdrive	938	1729	1971	2085
hoopla	-	-	186	275
Online Resources Usage	907	880	2189	981
Museum Passes	58	53	28	26
Patrons registered	72	61	29	25
Non-resident borrowing	1890	2147	1385	1413
Overdrive registration	14	23	2	16
Items loaned to other libraries	2307	2703	1455	2891
Item borrowed from other libraries	1582	1964	988	2057
Comcat loaned	21	19	11	15
Comcat borrowed	32	32+1	15+2	17+3
Mobile Renewals/holds	24	146	220	486
Passports	-	74	23	70
Visitor Count	-		4411	3369

Collections	2018	2019	2020	2021
Items added	627	670	293	499
Items discarded	1735	479	1413	192
Items marked Missing	26	28	18	35

Events	March 2018	March 2019	March 2020	March 2021
Adult programs	16	15	7	5
Adult attendees	171	174	158	56
Youth events	22	22	17	4
Youth attendees	623 all ages	673 all ages	492	239

A fuller Youth Services report and Adult Services report is attached.

Computer Use	2018	2019	2020	2021
Internet	752	658	345	172
Juvenile	222	185	83	0
Total	974	843	428	172

The meeting room was not used this March, but was used 33 times last March. The Trustees room was not used this March, but was used 14 times last March. The Local History Room was not used this March, but was used 3 times last March.

Staff and other news:

The Director appeared, virtually, at the Select Board meeting to present budget request and updates on what we do. Final preparation is being made for the installation of the RFID system. There were 62 curbside pick-ups, people really prefer to come in as last month there were 787! There was another plumbing issue, resolved for good hopefully.

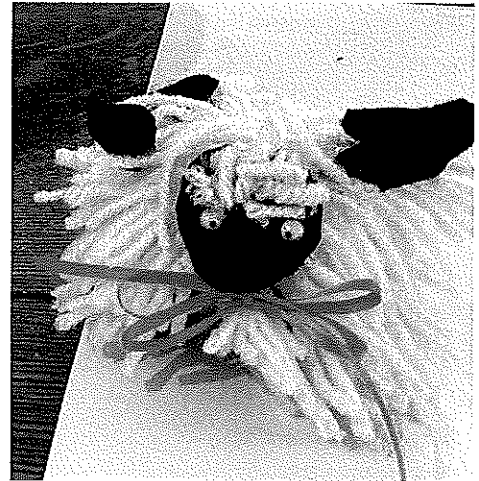
Key:

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

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime To-Go Kits: Ocean Exploration (ages 2-5)	1 (passive)	35	25
Take & Make Craft Kit: Pom-Pom Sheep (ages 6 - adult)	1 (passive)	76 kids, 9 teens	37
Book Blizzard	1 (passive)	39 kids, 1 teens	n/a
2 nd grade virtual class visit (NPES)	1	16	1
Kids Program Total	4	166	63
Teen Program Total	0	10	n/a
TOTALS	4	176	63

March Programs:

--Book Blizzard ran from January 1 to March 20; adult statistics are included in the Reference Librarian's report. Gift certificates to Pembroke House of Pizza, funded by the Friends, were awarded to one person in each age group (kids, teens, and adults) via a Drawing.
 --NPES is currently running a Read-A-Thon; I've been asked to be the surprise "Mystery Guest" for classes that reach their goal. This first class visit went very well and was met with enthusiasm from both the students and the teacher.



This pom-pom sheep, named Baa, was created by one of our younger patrons.

Other:

--A circulating Juvenile Puzzle collection has been added with jigsaw puzzles containing 24 to 100 pieces available for patrons. Puzzles with 200 to 3,000 pieces are still available in the adult collection.
 --Genre labeling continues in the J and YA fiction collections to help youth find fantasy, historical fiction, mystery, and more books that match their interest.

Looking Toward April & Beyond:

--Our Storywalk program will be back! April will feature the new picture book *Wolfboy* by Andy Harkness.
 --Storytime Kits and Craft Kits will continue to be offered to patrons.
 --We are looking at possibilities for outdoor in-person programs for June and the rest of summer. This will begin with Storytimes but would expand to other age groups up through teens.

March 2021 Reference/Adult Services Report

Stephanie McBain
4/2/2021

Reference Requests (Reference Desk only):

Total requests:	28
General information:	4
Technology:	9
Research:	2
Item requests:	2
Readers' Advisory:	3
<u>Passports:</u>	<u>8</u>
In person:	9
Phone:	12
Email:	4
Website forms:	3

In-depth Reference help included:

- Accessing the library's Ancestry.com account from home with a library card.
- Setting up email on a smartphone.
- Using hoopla on an iPad.
- Downloading and getting started with the Libby app.
- How to find all past *National Geographic* articles on a certain subject.
- How to renew Kindle books through OverDrive.

Adult Events:

Total: 5 virtual events with 56 attendees, including:

- Tuesday, March 2nd: Book Club, *The Family Upstairs* (Attendance: 11)
- Wednesday, March 10th: "New Normal New England Road Trip" with Ted Reinstein (Attendance: 15)
- Wednesdays March 17th, 24th, and 31st: "From Paint to Pen: Poems, Lyrics, and the Art That Inspired Them" presented by Roz (3 events, total attendance: 30)

March Take & Make:

- Pom-Pom Sheep (22 adult participants)

Book Blizzard (January-March):

- 23 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. Agents processed 70 applications this month.
- Maintaining Fiction endcap displays.
- Working on the ongoing RFID tagging project and helping track progress.
- Completing the state's Conflict of Interest training.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2021 WORKSHEET

4/7/2021

		FY21	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$93,465.00		\$94,400.00	\$73,203.61	\$21,196.39	77.55%
Assistant Director	00016101-510103	\$60,356.00		\$60,960.00	\$47,271.89	\$13,688.11	77.55%
Full Time Salaries	00016101-510110	\$259,108.00		\$261,699.00	\$202,870.04	\$58,828.96	77.52%
P-T Pages	00016101-510123	\$15,079.00		\$15,230.00	\$13,727.77	\$1,502.23	90.14%
P-T Salaries - Aides	00016101-510124	\$135,472.00		\$136,827.00	\$92,085.20	\$44,741.80	67.30%
Overtime	00016101-510130	\$0.00		\$0.00	\$0.00	\$0.00	
Sunday Opening hours	00016101-510138	\$13,000.00		\$13,130.00	\$6,793.11	\$6,336.89	51.74%
Emergency Shelter Staffing	00016101-510139	\$1,000.00		\$1,000.00	\$0.00	\$1,000.00	
Longevity	00016101-510140	\$1,850.00		\$1,850.00	\$1,850.00	\$0.00	100.00%
Personnel Services		\$579,330.00		\$585,096.00	\$437,801.62	\$147,294.38	74.83%
Heating Fuel	00016102-521030	\$14,000.00			\$9,387.35	\$4,612.65	67.05%
Water	00016102-523000	\$300.00			\$64.77	\$235.23	21.59%
Office Equipment	00016102-524046	\$800.00			\$937.11	(\$137.11)	117.14%
Telecom	00016102-534000	\$3,000.00			\$4,109.35	(\$1,109.35)	136.98%
Postage	00016102-534020	\$1,200.00			\$327.20	\$872.80	27.27%
Purchase of Services	00016102-538000	\$26,000.00			\$23,374.63	\$2,625.37	89.90%
Facilities/Maint Supplies repairs	00016102-543000	\$2,000.00			\$3,560.18	(\$1,560.18)	178.01%
Custodial Supplies	00016102-545000	\$2,000.00			\$3,743.91	(\$1,743.91)	187.20%
Library Materials	00016102-558040	\$5,900.00			\$3,502.48	\$2,397.52	59.36%
Program Supplies	00016102-558050	\$1,200.00			\$426.74	\$773.26	35.56%
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			\$231.72	\$168.28	57.93%
General Expense		\$59,800.00			\$52,000.72	\$7,799.28	86.96%
Books	00016102-558030	\$90,000.00			\$59,903.40	\$30,096.60	66.56%
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	\$8,780.00	\$17,687.94	\$0.00	\$17,687.94	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$1,505.09	(\$1,505.09)	
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	\$0.00	
Passport Program Net:		\$8,907.94	\$8,780.00	\$17,687.94	\$3,137.35	\$14,550.59	17.74%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$1,301.02	\$4,077.11	\$5,378.13	\$3,966.07	\$1,412.06	73.74%
Fines Balance	018-0610-0261-0-0-0-E	\$278.13	\$1,575.69	\$1,853.82	\$1,000.00	\$853.82	53.94%



Town of Pembroke

Expense Projection

	FY2018 Budget	FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY2022 Request
EMERGENCY MANAGEMENT-291								
Personal Services	\$ 2,699	\$ 2,699	\$ 2,753	\$ 2,753	\$ 2,808	\$ 2,690	\$ 4,212	\$ 4,250
General Expenses	\$ 9,511	\$ 6,427	\$ 9,511	\$ 8,562	\$ 9,511	\$ 4,910	\$ 8,023	\$ 10,001
ANIMAL CONTROL OFFICER-292								
Personal Services	\$ 51,471	\$ 50,527	\$ 52,490	\$ 50,565	\$ 49,969	\$ 32,797	\$ 48,084	\$ 52,036
General Expenses	\$ 6,750	\$ 8,155	\$ 6,750	\$ 5,958	\$ 9,101	\$ 8,967	\$ 9,550	\$ 10,000
PUBLIC WORKS-422								
Personal Services	\$ 924,328	\$ 912,041	\$ 942,032	\$ 887,600	\$ 919,872	\$ 918,913	\$ 943,192	\$ 959,712
General Expenses	\$ 275,186	\$ 252,593	\$ 262,788	\$ 235,500	\$ 402,910	\$ 288,175	\$ 248,432	\$ 290,525
SNOW & ICE-423								
Snow & Sanding	\$ 100,000	\$ 551,454	\$ 125,000	\$ 471,872	\$ 248,534	\$ 248,533	\$ 150,000	\$ 175,000
TOWN WIDE UTILITIES - 424								
General Expenses	\$ 222,277	\$ 207,581	\$ 223,277	\$ 119,794	\$ 194,077	\$ 180,368	\$ 194,077	\$ 197,950
BOARD OF HEALTH-510								
General Expenses	\$ 27,610	\$ 24,255	\$ 27,610	\$ 24,567	\$ 23,950	\$ 23,055	\$ 23,800	\$ 25,000
COUNCIL ON AGING-541								
Personal Services	\$ 190,290	\$ 184,641	\$ 193,299	\$ 193,298	\$ 183,802	\$ 182,694	\$ 164,109	\$ 225,751
General Expenses	\$ 44,733	\$ 41,705	\$ 44,733	\$ 35,695	\$ 49,733	\$ 41,247	\$ 43,342	\$ 40,675
Senior Tax Program	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 4,000	\$ 3,000	\$ 5,000
VETERANS' SERVICES-543								
Personal Services	\$ 71,048	\$ 63,213	\$ 72,560	\$ 72,559	\$ 74,346	\$ 74,346	\$ 74,002	\$ 74,002
General Expenses	\$ 2,300	\$ 1,396	\$ 2,100	\$ 1,695	\$ 1,900	\$ 1,571	\$ 1,900	\$ 1,950
General Relief	\$ 170,000	\$ 88,775	\$ 150,000	\$ 87,626	\$ 74,656	\$ 73,925	\$ 115,000	\$ 115,000
COMMISSION ON DISABILITIES-599								
General Expenses	\$ 705	\$ 413	\$ 705	\$ 539	\$ 620	\$ 318	\$ 500	\$ 500
LIBRARY-610								
Personal Services	\$ 558,188	\$ 557,175	\$ 575,775	\$ 573,679	\$ 582,680	\$ 568,105	\$ 579,330	\$ 591,053
General Expenses	\$ 59,800	\$ 62,648	\$ 59,800	\$ 58,314	\$ 64,788	\$ 59,986	\$ 59,800	\$ 65,900
Books	\$ 86,000	\$ 85,517	\$ 90,000	\$ 90,318	\$ 90,000	\$ 74,527	\$ 90,000	\$ 90,000
LYDIA DRAKE LIBRARY								
General Expenses	\$ 5,000	\$ 5,001	\$ 5,000	\$ 5,078	\$ 5,000	\$ 3,442	\$ 4,500	\$ 5,000