

**Pembroke Public Library: Trustees Meeting Agenda May 13, 2021 6:30 PM
AMENDED**

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.

Special quest: Bob DeMarzo and the Foundation Update
Minutes of April Meeting

Old Business

Curbside and reopening updates

Fines – revisited

Old Fines, possible food donation amnesty to clear records?

FY22 Budget

RFID project update

Director's Report

Youth Services Report

Reference Librarian Report

Financial Updates

Building Maintenance

Friends News

Foundation news

New Business

Trustee Lyn Dionne resignation

Possible return to in-person meetings

Possible Juneteenth discussion

Any unscheduled business following posting of agenda.

Topic: Trustees Meeting

Time: May 13, 2021 06:30 PM Eastern Time (US and Canada)

Every month on the Second Thu, until Jun 10, 2021, 2 occurrence(s)

May 13, 2021 06:30 PM

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)

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Posted 5-11-21, 8:59AM, Amended 5-12-21, 4:05PM

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for April 8, 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 6:38 P.M. Larissa read Governor Baker's March 13, 2020 Executive Order regarding Open Meeting Law and virtual board meetings. The minutes of the March meeting were read. Mary Beth made a motion to accept minutes as written, Carol seconded, and it was so voted.

OLD BUSINESS: Patrons are slowly realizing the library is open to the public again. Curbside pickup remains an option, but in-person visits are steadily increasing.

FY22 budget has changed (for the better); Debbie had a meeting with Advisory/Town Manager and there will be an increased payroll budget over what had been anticipated.

RFID installation has been completed and use of the system officially kicked off on Friday!

DIRECTOR'S REPORT: The Director's Report for March was read. Overdrive downloads continue to be popular. Computer use has started to pick back up, with 172 patrons utilizing computers in March. Passport applications EXPLODED last month, with 70 applications processed.

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

YOUTH SERVICES REPORT: The Youth Services Report for March was read. There were a total of 63 Kids programs in March, including a Storytime To-Go Kit (Ocean Exploration) and a Take & Make Craft Kit (Pom-Pom Sheep).

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for March was read. There were a total of 28 reference requests in March, including 9 technology-related requests, 2 research requests, 2 item requests, and 4 general information requests.

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

FINANCIAL REPORT: The Financial Report for March was reviewed. Passports continue to bring in much-needed revenue.

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

MAINTENANCE: The staff bathroom had a plumbing issue (a clog), which was repaired. Sidewalk repair was discussed (as there is a section that is a tripping hazard), and the repair is still included in our Capitol budget plan. Hopefully the repair will be completed this year.

FOUNDATION NEWS: Bob DeMarzo plans to present some information next month.

FRIENDS NEWS: The Book & Bake sale is planned for June; social distancing guidelines will need to be followed, so some extra planning may need to go into it.

NEW BUSINESS: No news to report.

The next meeting of the Board of Trustees will be held on Thursday, May 13, 2021 at 6:30 P.M.

Carol moved to adjourn the meeting, Sean seconded. The meeting was adjourned at 7:14 P.M.

Respectfully submitted,

Jillian Taylor
Secretary

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

Circulation :

	2018	2019	2020	2021
Adults	5188	6079	34	3948
YA	336	584	6	2945
Children	3522	4838	8	363
TOTAL:	9046	11501	48	7256
Downloads:				
Overdrive	1302	1480	2488	2000
hoopla	-	-	358	263
Online Resources Usage	1518	3043	2691	1310
Museum passes	72	68	0	36
Patrons registered	70	60	4	34
Non-resident borrowing	1527	1979	0	1389
Overdrive Registration	19	18	66	19
Items loaned to other libraries	2142	2586	0	2375
Item borrowed from other libraries	1622	1899	0	1722
ComCat loaned	27	7	0	17
ComCat borrowed	18	30+2	0	24+ 4
Renewals/holds Mobile Apps	32	152	52	491
Visitor Count	-	6236	0	2600
Passports	-	69	0	65

Collections	2018	2019	2020	2021
Items added	638	666	257	380
Items discarded	551	1519	0	1750
Items marked Missing	25	23	0	24

Events	2018	2019	2020	2021
Adult programs	12	15	2	1
Adult attendees	170	201	23	12
Youth events	21	25	8	2
Youth attendees	695	930	66	140

A fuller youth services and adult report are attached.

Computer Use	2018	2019	2020	2021
Internet	851	675	0	167
Juvenile	151	230	0	0
Total	1002	905	0	167

There is no room use to report, building was closed to public in April 2020, there are no in-person meetings in April 2021.

Staff and other news:

The RFID inventory system gates and pads were installed this month and staff continue "tagging" the collection. There are many advantages to this, as staff no longer have to swap out DVDs and CDs with "dummy" cases when they are checked out or returned. That one change is a huge improvement on efficiency, and there will be others as we learn the system. A security sensor was changed; it was the source of several false alarms. Finally, on April 30th, libraries were informed that, in keeping with updated CDC guidelines, quarantining books would no longer be required, another welcome improvement to services.

Key:

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

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime To-Go Kits: Springtime (ages 2-5)	1 (passive)	34	27
Take & Make Craft Kit: Pipe Cleaner Bunnies (ages 6 - adult)	1 (passive)	49 kids, 0 teens	30 adults
Kids Program Total	2	83	57
Teen Program Total	n/a	n/a	n/a
TOTALS	2	83	57

April Programs:

--April's StoryWalk featured *Wolfboy* by Andy Harkness; due to severe wind, we sadly needed to remove the Walk three days early. Numbers were not counted for this passive program.

Other:

- Attended "Summer Stats Q and A" meetings virtually with other MA librarians prepping for Summer Reading.
- Received training in RFID equipment usage and assisted in training other staff.
- Fantasy is *in* for teen readers and is seeing a big surge in popularity. New RA lists have been added to our teen page and additional fantasy series have been purchased for the collection.

Looking Toward May & Beyond:

- The month of May might feature the last of our Take-Home kits as we'll be moving towards in-person programs for summer.
- We will host Big Ryan's Raising a Reader six-week workshop in-person, outdoors, and socially distanced. Like all of our upcoming in-person events, families will be required to pre-register to ensure we can stay safe and follow the Town's and CDC's guidelines.
- Summer Reading is coming! The library will officially start SRP on Monday, June 28 with a planned kick-off event on June 30; this will be a Sidewalk Chalk event, allowing patrons of all ages to decorate our many sidewalk panels. Other events will include teen art workshops, crafts for tweens, and storytimes for early elementary students.



A young patron used the supplies in April's Storytime Kit to create a flower and gift it to Miss Melissa. It's proudly displayed her art board!

Reference Requests (Reference Desk only):

<u>Total requests:</u>	26
General information:	4
Technology:	5
Item requests:	4
Readers' Advisory:	3
Passports:	10
In person:	10
Phone:	10
Website forms:	6

In-depth Reference help included:

- Checking out magazines using OverDrive on a Kindle.
- Accessing and clearing iCloud storage.
- Booking a museum pass online.

Adult Events:

Total: 1 virtual event with 12 attendees:

- Tuesday, April 6th: Book Club, *The Blind Assassin* (Attendance: 12)

April Take & Make:

- Pipe Cleaner Bunnies (5 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 65 applications this month.
- Maintaining Fiction endcap displays.
- Working on the ongoing RFID tagging project and helping track progress.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2021 WORKSHEET

5/12/2021

		FY21	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$93,465.00		\$94,400.00	\$82,335.21	\$12,064.79	87.22%
Assistant Director	00016101-510103	\$60,356.00		\$60,960.00	\$53,168.74	\$7,791.26	87.22%
Full Time Salaries	00016101-510110	\$259,108.00		\$261,699.00	\$228,179.89	\$33,519.11	87.19%
P-T Pages	00016101-510123	\$15,079.00		\$15,230.00	\$15,596.45	(\$366.45)	102.41%
P-T Salaries - Aides	00016101-510124	\$135,472.00		\$136,827.00	\$103,362.02	\$33,464.98	75.54%
Overtime	00016101-510130	\$0.00		\$0.00	\$0.00	\$0.00	
Sunday Opening hours	00016101-510138	\$13,000.00		\$13,130.00	\$9,274.64	\$3,855.36	70.64%
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	\$493,766.95	\$91,329.05	84.39%
Heating Fuel	00016102-521030	\$14,000.00			\$10,360.79	\$3,639.21	74.01%
Water	00016102-523000	\$300.00			\$129.54	\$170.46	43.18%
Office Equipment	00016102-524046	\$800.00			\$937.11	(\$137.11)	117.14%
Telecom	00016102-534000	\$3,000.00			\$4,468.61	(\$1,468.61)	148.95%
Postage	00016102-534020	\$1,200.00			\$342.01	\$857.99	28.50%
Purchase of Services	00016102-538000	\$26,000.00			\$23,395.80	\$2,604.20	89.98%
Facilities/Maint Supplies repairs	00016102-543000	\$2,000.00			\$3,560.18	(\$1,560.18)	178.01%
Custodial Supplies	00016102-545000	\$2,000.00			\$4,096.64	(\$2,096.64)	204.83%
Library Materials	00016102-558040	\$5,900.00			\$4,886.47	\$1,013.53	82.82%
Program Supplies	00016102-558050	\$1,200.00			\$426.74	\$773.26	35.56%
Technology Supplies	00016102-558090	\$2,000.00			\$2,356.95	(\$356.95)	117.85%
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			\$55,192.56	\$4,607.44	92.30%
Books	00016102-558030	\$90,000.00			\$66,046.99	\$23,953.01	73.39%
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	\$17,047.32	\$28,371.43	\$10,983.79	\$17,387.64	38.71%
Municipal Equalization	18-610-4650-362	\$7,672.49	\$9,554.73	\$17,227.22	\$6,356.95	\$10,870.27	36.90%
NRC	18-610-4650-368	\$0.00	\$3,700.80	\$3,700.80	\$0.00	\$3,700.80	
Grants total		\$18,996.60	\$30,302.85	\$49,299.45	\$17,340.74	\$31,958.71	35.17%
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	\$11,475.00	\$20,382.94	\$0.00	\$20,382.94	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$1,709.79	(\$1,709.79)	
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	\$11,475.00	\$20,382.94	\$3,342.05	\$17,040.89	16.40%
		9020.02					
Library Gifts Balance	018-0610-0263-0-0-0-E	\$1,301.02	\$4,480.01	\$5,781.03	\$4,179.17	\$1,601.86	72.29%
		1975.88					
Fines Balance	018-0610-0261-0-0-0-E	\$278.13	\$1,828.21	\$2,106.34	\$1,500.00	\$606.34	71.21%
		466.18					