

## Pembroke Public Library

**Trustees Meeting Agenda June 11, 2020 6:30 PM REMOTE**

Participation email at: [dwall@sailsinc.org](mailto:dwall@sailsinc.org) or phone at: 781-293-6771, 6:30-8:00pm

Minutes of May Meeting

Old Business

Curbside and reopening updates

FY20 budget

FY21 Budget

Director's Report

Youth Services Report

Reference Librarian Report

Assistant Director's Report

Financial Updates

Building Maintenance

Friends News-none, book sale postponed

Foundation news

New Business

Town Election June 2, Town Meeting June 30

Any unscheduled business following posting of agenda...

REMOTE PARTICIPATION (ZOOM 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 Board of 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-suspendingcertain-provisions-open-meeting-law>. 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, transcript or other comprehensive record of proceedings (minutes) as soon as possible after the meeting.

Join Zoom Meeting

<https://zoom.us/j/94416181914?pwd=Mmk4L21iODRkV1QxK2VkZFlkZ1VwZz09>

Meeting ID: 944 1618 1914

Password: 158496

One tap mobile

+13017158592,,94416181914#,,1#,158496# US (Germantown)

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Dial by your location

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+1 669 900 9128 US (San Jose)

Meeting ID: 944 1618 1914

Password: 158496

Find your local number: <https://zoom.us/u/ad1ktsRblq>

Posted 6-9-20, 9:47AM

**Director's Monthly Report May 2020  
Pembroke Public Library**

<b>Circulation</b>	<b>May 2017</b>	<b>May 2018</b>	<b>May 2019</b>	<b>May 2020</b>
Adults	5562	5311	5903	51
YA	341	452	521	2
Children	3611	3531	4185	8
<b>TOTAL:</b>	<b>9514</b>	<b>9294</b>	<b>10609</b>	<b>61</b>
Overdrive	1084	1263	1648	2408
hoopla	-	-	-	319
Online Resources	-	1229	789	1395
Museum passes	67	64	71	0
Patrons registered	65	69	47	2
Overdrive Patron	12	20	23	3
Non-resident borrowing	1448	1793	1923	13
Items loaned to other libraries	2131	2194	2386	16
Item borrowed from other libraries	1664	1613	2012	1
ComCat loaned	20	21+1	17	0
ComCat borrowed	17	25	24+6	0
Mobile renewals/holds	24	18	167	231
Passports	-	-	65	0
Visitor Count	-	-	7844	0

<b>Collections</b>	<b>May 2017</b>	<b>May 2018</b>	<b>May 2019</b>	<b>May 2020</b>
Items added	676	522	629	284
Items discarded	447	325	303	578
Items marked Missing	3	13	12	4

<b>Programs</b>	<b>May 2017</b>	<b>May 2018</b>	<b>May 2019</b>	<b>May 2020</b>
Adult programs	17	15	15	4
Adult attendees	205	187	161	54
Youth events	26	31	20	3
Youth attendees	838	690	482	110

A fuller Youth Services and Adults Librarian report is attached.

<b>Computer Use</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Internet	866	729	629	0
Juvenile	147	134	153	0
<b>Total</b>	<b>1013</b>	<b>863</b>	<b>782</b>	<b>0</b>

There were no meetings in the building this May. The large meeting room will be quarantine space. Last May, the meeting room was used 30 times, Trustees Room was used 12 times and the History Room was not used.

**Staff and other news**

With PPE on hand and masks in place, the full time staff returned to the building May 19<sup>th</sup>. (The Director and Custodian were in building right along.) Staff spaces were changed due to Covid-19. These include an entire redesign of tech services area, the reference librarian moving into the reference office, the assistant director moving to the director's office and the director moving to the history room. Any research needed going forward will be done by the reference librarian, no public access to the history room since it technically no longer exists. Part time staff returned the following week to prepare for Curbside Service. Staff worked from home and virtual events continued with good attendance.

Report to the Trustees: June 1, 2020  
 April Virtual Programming Youth Services Report  
 Submitted by Melissa McCleary

**Key:**

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

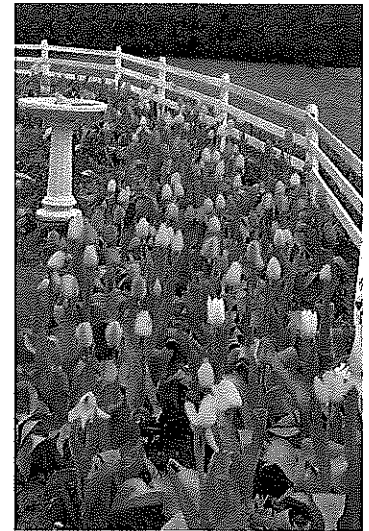
Program	# of Programs	Child/Teen Attendance	Adult Attendance
Teen Harry Potter Trivia	1	15	n/a
Pajama Storytime Livestream	2	17 live + 78 views after	n/a
<b>Kids Program Total</b>	2	95	0
<b>Teen Program Total</b>	1	15	n/a
<b>TOTALS</b>	3	110	0

**May Programs:**

- Teen Trivia went well though we experienced Zoombombing partway through.
- Livestream Pajama Storytimes were more popular than morning storytimes.
- Passive online programs were LEGO Weekend Challenges, D.I.Y. Storytime Kits, and Photo Challenges.

**Other:**

- Assisted with Curbside Pickup prep (planning, social media, etc.).
- Hosted four South Shore Young Adult Roundtable meetings to discuss virtual programming, summer reading, eBook recs, etc.
- Summer Reading prep included finalizing Beanstack pages for all ages, building Weebly landing pages for our website, finalizing leveled reading suggestion list, and more.
- Finalized digital sites and downloads for our new program "1,000 Books Before Kindergarten."
- Created video featuring library staff working at home.
- Attended many webinars including "Trivia Pursued Remotely: Hosting Online Trivia Contests in a Time of Social Distancing" and "COVID-19: Safety Tips for Reopening Your Library."



*A lovely photo shared by a patron in response to our garden and plant photo challenge*

**Looking Toward June:**

- Reading Specialist at North Pembroke and Hobomock elementary is helping me arrange virtual visits with all first grade students in June for storytime and Summer Reading Readiness.
- The first of three "Graphic Novel Chat" programs will take place in June. This is for students in grades 6-8 and has been planned with collaboration from five other south shore libraries.

## May 2020 Reference/Adult Services Report

Stephanie McBain

6/8/2020

### Adult Events:

#### 4 virtual events with 54 attendees, including:

- Tuesday, May 5<sup>th</sup>: Book Club, *The Book Woman of Troublesome Creek* (Attendance: 12)
- Thursday, May 7<sup>th</sup>: Virtual Poetry, Three New England Poets: Robert Frost (Attendance: 18)
- Thursday, May 14<sup>th</sup>: Virtual Poetry, Harlem Renaissance: Langston Hughes (Attendance: 12)
- Thursday, May 21<sup>st</sup>: Virtual Poetry, Harlem Renaissance: Gwendolyn Brooks (Attendance: 12)

#### Ongoing virtual groups:

- Book Club Facebook group (42 members)
- Cookbook Club Facebook group (15 members)

### Projects included:

- Compiling, publishing, and posting to the website the weekly “Pembroke Public Library Online Newsletter.”
- Updating the Staff Picks album on Facebook featuring the staff picks from the newsletter.
- Checking the LibraryAware-generated genre newsletters to make sure all books listed are available in the SAILS network.
- Leading the Zoom Book Club meeting.
- Posting updates and discussion on the Virtual Book Club Facebook group.
- Working with Roz and Brian to help plan their virtual programs and compiling attendee feedback from Roz’s first poetry workshop series.
- Answering all submissions from the “ask a question” form on the website (9 questions submitted this month).
- Attending virtual meetings to prepare for staff’s return to the building in mid-May.
- Helping plan for implementation of the curbside pickup program.
- Ordering Historical Fiction books, CDs, and DVDs for the library collection.
- Working on the bingo cards for the adult Summer Reading program.

## Report for May

All Circulation staff were given the opportunity to work remotely by continuing to take training classes and complete training exercises. They also supported outreach, planning and programming. As the month progressed, staff reentered the building to begin the preparations for reopening for service.

Some of the additional remote trainings and exercises were:

**Personal reflection** - Write a reflection regarding the experience of working "at home" during these past weeks. Please send to me as a pdf attached to email with subject heading "Personal reflect (your name)".

**Instagram photos** - Melissa would still like to "beef up" our Instagram presence and she is looking for content. If you have questions reach out to Melissa.

**Videos** - Debbie would like to find ways to post videos instructional/demonstrations/ informational? Have any ideas? Let's toss them around and see what we can come up with.

### **Project READY**

<http://ready.web.unc.edu>

Melissa has identified this very worthwhile training, it addresses race, racism, and racial equality and is geared towards educators and library staff. It is quite lengthy, so for right now let's start with getting through Modules 1a and 1b and we will see if time allows for us to go back and do more modules at a later date.

### **Video to watch**

In addition to Project Ready -Melissa suggests everyone on staff watch this 2 minute video about micro-aggressions: "How microaggressions are like mosquito bites • Same Difference."

### **Essentials for Library Workers training suite through ALA**

MLS has partnered with ALA to provide library workers throughout Massachusetts with access for one year to the Essentials for Library Workers training suite, which includes five prerecorded webinars: To access the training suite, please fill out this form and ALA will email you the access information.

1. Library Security, by Steven Albrecht (1 hr.)
2. Customer Service, by Laurie Brown (1 hr.)
3. Intellectual Freedom, by James LaRue (50 min.)
4. Diversity and Libraries, by Jody Gray (30 min.)
5. Creating a Welcoming Environment for Patrons with Disabilities, by Brenda Hough (50 min.)

As mentioned above, the staff returned to the building and readied the library to begin curbside pickup on June 1<sup>st</sup>. I have witnessed already, training that was accomplished remotely by staff, being put to use serving our patrons. The staff at Pembroke Public Library strive to provide the best customer service possible and embraced the opportunity to add to their skills set and knowledge base with these trainings and exercises – truly making lemonade out of lemons during these past months.

PEMBROKE PUBLIC LIBRARY  
FISCAL YEAR 2020 WORKSHEET

6/12/2020

		FY20	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$93,465.00			\$87,400.32	\$6,064.68	93.51%
Assistant Director	00016101-510103	\$60,356.00			\$56,439.67	\$3,916.33	93.51%
Full Time Salaries	00016101-510110	\$263,062.00			\$240,192.91	\$22,869.09	91.31%
P-T Pages	00016101-510123	\$15,079.00			\$14,460.49	\$618.51	95.90%
P-T Salaries - Aides	00016101-510124	\$133,472.00			\$119,198.89	\$14,273.11	89.31%
Overtime	00016101-510130	\$0.00			\$0.00	\$0.00	-
Sunday Opening hours	00016101-510138	\$13,000.00			\$11,046.14	\$1,953.86	84.97%
Emergency Shelter Staffing	00016101-510139	\$1,000.00			\$830.36	\$169.64	83.04%
Longevity	00016101-510140	\$3,246.00			\$2,700.00	\$546.00	83.18%
Vacation (buyback)	00016101-510162	\$0.00			\$6,306.30	(\$6,306.30)	-
<b>Personnel Services</b>		<b>\$582,680.00</b>			<b>\$538,575.08</b>	<b>\$44,104.92</b>	<b>92.43%</b>
Heating Fuel	00016102-521030	\$14,000.00			\$11,103.04	\$2,896.96	79.31%
Water	00016102-523000	\$300.00			\$323.14	(\$23.14)	107.71%
Office Equipment	00016102-524046	\$800.00			\$0.00	\$800.00	0.00%
Telecom	00016102-534000	\$3,000.00			\$4,398.66	(\$1,398.66)	146.62%
Postage	00016102-534020	\$1,200.00			\$346.71	\$853.29	28.89%
Purchase of Services	00016102-538000	\$26,000.00	\$4,987.50	\$30,987.50	\$28,210.89	\$2,776.61	108.50%
Facilities/Maint Supplies	00016102-543000	\$2,000.00			\$3,080.58	(\$1,080.58)	154.03%
Custodial Supplies	00016102-545000	\$2,000.00			\$1,950.08	\$49.92	97.50%
Library Materials	00016102-558040	\$5,900.00			\$5,890.49	\$9.51	99.84%
Program Supplies	00016102-558050	\$1,200.00			\$718.00	\$482.00	59.83%
Technology Supplies	00016102-558090	\$2,000.00			\$1,917.14	\$82.86	95.86%
Travel	00016102-571100	\$1,000.00			\$347.36	\$652.64	34.74%
Dues	00016102-57310	\$400.00			\$225.00	\$175.00	56.25%
<b>General Expense</b>		<b>\$59,800.00</b>			<b>\$58,511.09</b>	<b>\$1,288.91</b>	<b>97.84%</b>
<b>Books</b>	00016102-558030	\$90,000.00			\$74,593.28	\$15,406.72	82.88%
Capital-painting	00030610-600134	\$12,550.00			\$0.00	\$12,550.00	0.00%
Capital-flooring	00030610-600133	\$830.00			\$0.00	\$830.00	0.00%
Capital-Fire Alarms	001-0610-5864-s-1-9-s	\$9,052.00			\$9,052.00	\$0.00	100.00%
Capital-Building & Equipment	00030610-600138	\$18,000.00			\$1,966.25	\$16,033.75	10.92%
Library Incentive	18-610-4650-264	\$15,027.21	\$13,564.29	\$28,591.50	\$14,318.51	\$14,272.99	95.28%
Municipal Equalization	18-610-4650-262	\$6,097.53	\$8,105.73	\$14,203.26	\$2,465.10	\$11,738.16	40.43%
NRC	18-610-4650-268	\$1,355.30	\$3,713.26	\$5,068.56	\$4,423.00	\$645.56	326.35%
<b>Grants total</b>		<b>\$22,480.04</b>	<b>\$25,383.28</b>	<b>\$47,863.32</b>	<b>\$21,206.61</b>	<b>\$26,656.71</b>	<b>94.34%</b>
<b>State Grant (Earmark for technology)</b>	0365-520000	\$25,000.00			\$16,892.62	\$8,107.38	67.57%
Allison Darling (75% INT. YA books)	<b>All as of 6/30/19</b>	\$11,574.47				\$11,574.47	0.00%
Library Building Fund		\$313.77				\$310.79	0.00%
Center Library Trust Fund (any use)		\$5,204.24				\$5,204.24	0.00%
Center Library Trust Fund		\$20,576.95				\$20,576.95	0.00%
Della Chiesa (books only)		\$10,084.51				\$10,084.51	0.00%
Edna Raistrick (large print only)		\$4,163.30				\$4,163.30	0.00%
Irene Smith (interest only-YA ref. and non.)		\$9,697.41				\$9,697.41	0.00%
<b>Trusts Total</b>		<b>\$61,614.65</b>				<b>\$61,614.65</b>	<b>0.00%</b>
Passport Program Revenue	018-0610-0269-0-0-0-R	\$14,352.61	\$16,450.00	\$30,802.61	\$0.00	\$30,802.61	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$1,559.16	(\$1,559.16)	
Materials expenses from PP Income					\$15,090.98	(\$15,090.98)	
Passport Expense-Payroll	018-0610-0269-0-0-0-P	\$0.00			\$589.71	(\$589.71)	
Passport Program Net:		\$14,352.61	\$16,450.00	\$30,802.61	\$17,239.85	\$13,562.76	55.97%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$4,225.54	\$6,206.10	\$10,431.64	\$7,703.64	\$2,728.00	73.85%
Fines Balance	018-0610-0261-0-0-0-E	\$19.00	\$6,660.36	\$6,679.36	\$6,402.23	\$277.13	95.85%

# PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

*Meeting Minutes for May 14, 2020*

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

Larissa Curley, Chairperson, called the virtual meeting to order at 6:50 P.M. Larissa read Governor Baker's March 15<sup>th</sup> 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:** Town Meeting has been rescheduled to Tuesday, June 16<sup>th</sup> and town elections have been rescheduled to Saturday, June 20<sup>th</sup>.

Town Accountant asked the library to restrict spending and cut \$30,000 from its budget. Deb will make every effort to meet that goal.

The Massachusetts Board of Library Commissioners has shut their books (in terms of State certification) as of March 13<sup>th</sup>. There will be no negative effect on certification due to library underfunding or the potential shelving of Capital requests due to the impact of COVID-19.

**DIRECTOR'S REPORT:** The Director's Report for March was read. Traditional circulation was down this month, as expected, since the library closed mid-March due to the Pandemic. Mobile renewals were up, however. Jill moved to accept the March Director's Report as written, Mary Beth seconded, and it was so voted.

The Director's Report for April was read. The library building was closed to the public this month and, not surprisingly, circulation numbers were down. Library staff has been making good use of web-based options and social media, and have engaged with patrons that way.

The Director's Report for April was amended to read "A fuller Youth Services and adult report is attached", replacing "A fuller Youth Services and adult report are attached". Mary Beth moved to accept the April Director's Report as amended, Lyn seconded, and it was so voted.

**YOUTH SERVICES REPORT:** The Youth Services Report for March was read. Melissa will continue holding story time online. Youth sections of the website have been streamlined and updated, and there's now a COVID-19 section on the library's website. Mary Beth moved to accept the March Youth Services Report as written, Sean seconded, and it was so voted.

The Youth Services Report for April was read. Virtual programming included online story times (pre-recorded and on Facebook Live) and virtual visits with a Therapy Dog. Melissa is planning to move a story time to the evening; those will be called "Pajama Storytime". Jill moved to accept the April Youth Services Report as written, Mary Beth seconded, and it was so voted.

**REFERENCE LIBRARIAN'S REPORT:** The Reference Librarian's Report for March was read. Mary Beth moved to accept the March Reference Librarian's Report as written, Lyn seconded, and it was so voted.



The Reference Librarian's Report for April was read. Stephanie held a virtual Book Club meeting and a virtual poetry event this month, and continued to work on projects for Summer Reading. Mary Beth moved to accept the April Reference Librarian's Report as written, Jill seconded, and it was so voted.

**ASSISTANT DIRECTOR'S REPORT:** The (new!) Assistant Director's Report for March was read. Mary Beth moved to accept the March Assistant Director's Report as written, Jill seconded, and it was so voted.

The Assistant Director's Report for April was read. Staff members have been working remotely, for the most part. There have been training opportunities available for all, and collaboration on the Newsletter and ideas for virtual programming. Jill moved to accept the Assistant Director's Report as written, Sean seconded, and it was so voted.

**FINANCIAL REPORT:** The Financial Report for March was reviewed. Jill moved to accept the March Financial Report as printed, Mary Beth seconded, and it was so voted.

The Financial Report for April was reviewed. Mary Beth moved to accept the April Financial Report as printed, Lyn seconded, and it was so voted.

**MAINTENANCE:** A small amount of lighting and electrical work has been completed. Painting cannot be finished until the library building reopens to the public.

**FRIENDS NEWS:** Book & Bake Sale has been postponed to the end of May (and will likely be postponed again).

**FOUNDATION NEWS:** No news to report.

**NEW BUSINESS:** Library staff hit the ground running when the Pandemic forced the closure of the building. An application for roughly \$11,000 in COVID-19 aid was submitted to the State.

Discussion on temporary suspension of the meeting room policy/meeting room use. Mary Beth made a motion to suspend the policy and the room's use, as well as to amend the policy in the future, Lyn seconded, and it was so voted.

Trustees reviewed and approved Deb's drafts of the library's Reopening Plan and Curbside Pickup Plan. Home delivery may also come into play, with the COA making the deliveries.

Fiscal Year 2021 budget has not been firmed up yet. Town Meeting must be held before the budget can be set. Town Accountant is unsure of what, if any, State funds we will receive.

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

Mary Beth moved to adjourn the meeting, Lyn seconded. The meeting was adjourned at 8:10 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary