



Pembroke Public Library
Trustees Meeting Agenda

June 21, 2023 at 7:00 PM

Trustees' Room

This meeting may also be attended virtually (via Zoom platform).

<https://us06web.zoom.us/j/81286301006>

Meeting ID: 812 8630 1006

FOUNDATION UPDATE

Bob DeMarzo

INTRODUCTION OF ATTENDING STAFF MEMBER

MINUTES OF PREVIOUS MEETING(S):

April 17, 2023

May 17, 2023

OLD BUSINESS:

Building updates

REPORTS:

May Youth Services Report

May Adults/Reference Report

May Director Report

Financials

NEW BUSINESS:

Staffing updates

Attendance for staff at Trustees meetings

Meeting room furniture updates

Any unscheduled business following the posting of the agenda



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for April 19, 2023

ATTENDING: Kathy Benvie (Interim Director), Melissa McCleary, Stephanie McBain, Mary Beth Courtright, Larissa Curley, Sean Fitzpatrick (Chair), Stephanie Ciciotti (via Zoom), and Carol Watches.

Sean Fitzpatrick, Chair, called the meeting to order at 7:05 P.M.

MINUTES OF PREVIOUS MEETING: The open meeting minutes from March 15th, 2023 meeting were reviewed. Larissa made the motion to accept the meeting minutes as written. Mary Beth seconded. Review of the meeting minutes from March 21st, 2023 Mary Beth proposed that we amend the meeting minutes regarding the job posting for Assistant Director to ensure we were following proper procedures with the posting. Stephanie C. will make the adjustment. Mary Beth made a motion to table the minutes from the 21st until corrections were done and then approve at next meeting. Sean seconded, and it was so voted.

OLD BUSINESS: Parking lights are working. Kathy walked to the exterior of the building with the custodian and created a list of things that needed tending. Capital request needs to be clarified due to some confusion on what was submitted previously.

A leak started on Friday afternoon in the HVAC system. Currently waiting to be fixed but HVAC company came to shut off in the meantime. Scuppers are a problem, some were previously taken apart. We need someone to come repair, or we could possibly wait, roof is potentially on fall meeting town warrant.

The building will need paint and windows, it is scheduled to be on a future town warrant.

Landscaping work and stone is needed, waiting to hear when it can be delivered. Continued deterioration of the skirting around the library. When DPW mows the lawn, they may be hitting the corner.

Mary Beth asked about any damage when the HVAC sprung a leak. The technician removed standing water and Stephanie M. tarped area with buckets and there was fortunately no damage below.

YOUTH SERVICES REPORT(S): Youth Services report for March was reviewed. Melissa is working on customizing our SAILS catalog landing page. Sean asked about Read Across America – NPES wanted 7-9 visitors to read to students, in a single school day. Melissa was one of them, she

read to about 127 students. Carol moved to accept the report as written, Mary Beth seconded, and it was so voted.

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

DIRECTORS REPORT(S): Visitor count has jumped significantly, a lot more activity which is great. Stephanie C. asked if the upward trend in visitors affected any grants, we could possibly be eligible for.

Kathy says we received the second half of the state aide, town accountant notified Kathy and asked how it should be divvied up. Working on getting a better picture of the capital.

Staff are working on a new initiative to get the seed library up and running. Mary Beth notes that patrons will bring in seeds to share with others.

Interactive sticker mural was set up originally because of the library road trip; hopes would be to get more visitors to come in and ask for stamps in their passports. Mentioned in newsletter and promoted on Ultimate Road Trip webpage.

Kathy mentioned they are promoting the North Sea Gas Musician group, would love to see Trustees there, bring friends. Want to promote large events like this in the future. Mary Beth moved to accept the Directors Report and Carol seconded, and it was so voted.

FINANCIAL REPORT(S): Kathy presented a binder with monthly town hall report, date through February 28th, 2023. Due to preparation dates, figures don't always align but Kathy put the closest corresponding report in the binder with the town hall report so that it can be reviewed, and any discrepancies caught. Reports are usually received from the town mid to late in the month. The binder will be kept in Director's office for trustee treasurer, Stephanie C. to review. It will be kept on the table where we sign warrants. Larissa makes a motion to accept the Financials Report and Carol seconded, and it was so voted.

NEW BUSINESS: Review of Library Use Policy. Two older policies were combined and updated to the new format we are using for all of our updated policies. The old Standards of Conduct policy was rolled into this policy. Carol felt that wasn't necessary to compare to old policies, however Mary Beth questioned the harassment of staff; do we need to have something in the policy that spells out circumstances when staff could/would call police? Discussion was had and the group felt that it was not necessary to add a specific line regarding police involvement. It is explicit that certain behaviors are not tolerated. Carol is happy to accept as written, but Melissa mentioned that we could add warnings to page 3, 6a. – "anything unlawful will be dealt with by proper authorities". They will review and make any adjustments. Tabled until next meeting.

STAFFING: Stephanie McBain has received an offer letter for the new Assistant Director position. A new posting for her old position is being worked on and hope to have it posted ASAP. Stephanie

M. will continue to work in her position until her old one is filled so as to not disrupt the work flow and duties.

Mary Beth had a few questions regarding the Directors contract that she was waiting for Bill to get back to her on to resolve vacation as discussed. Question of 60 day vs 120 day notice regarding termination or exit, thought we had cited 90 but Mary Beth wanted to wait for official answer.

Kathy wanted to make some additional revisions and gave the contract to Mary Beth to discuss with Bill. The contract was drawn up for the full term, not just the one year. Kathy would like to change it to one year which will offer her the ability to renegotiate. There is a new wage study to be done. Mary Beth told Kathy to send directly to Bill the changes/requests and just cc her on them. Bill is on vacation the week of the 24th.

A new aide was hired. Someone who was a page previously. Went to MassArt, graduated, and enrolled at Simmons for the Library program. Very excited to have him. Will hire a new generalist librarian.

The next Trustee meeting is scheduled for Wednesday, May 17th, 2023, at 7:00 P.M.

Mary Beth moved to adjourn; Carol seconded; the meeting was adjourned at 8:35 P.M.

Respectfully submitted,

Stephanie Ciciotti
Treasurer

Amended 5/17/23
Mary Beth Courtright
Trustee

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for May 17, 2023

ATTENDING: Kathy Benvie (Interim Director), Melissa McCleary, Stephanie McBain, Mary Beth Courtright, Larissa Curley, Linda MacDonald, Carol Watches (via Zoom), Sean Fitzpatrick (Chair), Bob DeMarzo, and Steve Curley.

Sean Fitzpatrick, Chair, called the meeting to order at 7:05 P.M.

NEW TRUSTEE WELCOME and ELECTION OF OFFICERS: Linda MacDonald was welcomed as a new trustee following the annual town elections. Stephanie Ciciotti, incumbent, was re-elected. Sean offered to remain as chair; Larissa motioned to accept, Mary Beth seconded, it was so voted. Larissa offered to remain as vice chair; Linda motioned to accept, Mary Beth seconded, it was so voted. Stephanie was nominated to remain as treasurer; Mary Beth motioned to accept, Larissa seconded, it was so voted. Linda was nominated to be secretary; Mary Beth motioned to accept, Larissa seconded, it was so voted.

Library Officers for 2023-34:

Chair	Sean Fitzpatrick
Vice Chair	Larissa Curley
Secretary	Linda MacDonald
Treasurer	Stephanie Ciciotti

Mary Beth volunteered to take the minutes of this meeting as it is Linda's first time attending.

MINUTES OF PREVIOUS MEETING: The amended minutes from the March 21, 2023, special meeting to vote on the appointment of a permanent library director were reviewed. Mary Beth made the motion to accept, Larissa seconded, and it was so voted. The meeting minutes from April 19, 2023, were reviewed. Several amendments and corrections were suggested. Mary Beth will make the adjustments. Larissa made a motion to table the minutes from April 19 until corrections are made, and then approve at next meeting. Mary Beth seconded, and it was so voted.

OLD BUSINESS:

Building Updates: Kathy reported that a second section of gutters is now reattached. She is working through capital requests and looking for cost estimates. Carpet samples are being considered for the Children's room carpet replacement.

Staff Updates: Interest has been expressed in the Adults/Reference Librarian position. Candidates will first be interviewed via Zoom. The first interview is scheduled for tomorrow.

Library Use Policy: A revised Library Use Policy was presented. Carol motioned to accept, Larissa seconded, it was so voted.

REPORTS: An amended Youth Services Report for March 2023 was presented. Mary Beth motioned to accept, Larissa seconded, it was so voted. An amended Director's Report for March 2023 was presented. Mary Beth motioned to accept, Carol seconded, it was so voted.

YOUTH SERVICES REPORT(S): The Youth Services report for April was reviewed. Melissa corrected name of the person who led Grow-a-Garden Storytime to Miss Megan. Larissa moved to accept the report as amended, Carol seconded, and it was so voted.

REFERENCE LIBRARIAN'S REPORT(S): The Reference Librarian's report for April was reviewed. The North Sea Gas Scottish Folk Music concert was popular, with 72 attendees. Passport applications are still going strong – 130 were completed this month. Mary Beth moved to accept the Reference Librarian's report as written, Larissa seconded, and it was so voted.

DIRECTOR'S REPORT(S): It was noted that the Online Resources Usage was down this month. Kathy explained that the A-Z Databases were not used this month and their use can vary wildly from month to month. Stephanie M. is still doing the work for both the Assistant Director and Adult/Reference Librarian position until a new A/R Librarian is hired. Other staff are helping to complete those duties as well. A typo in the Staff and Other News was corrected, "When the SAILS Network was changing servers..." Carol moved to accept the Director's Report as amended, Larissa seconded, and it was so voted.

FINANCIAL REPORT(S): Linda asked about the Generalist Librarian position and the salary range for the open position. Kathy confirmed that an MLS degree was a hiring requirement, and the salary range is \$50,580 - \$60,459. Linda asked about the Pages line that is only at 60.32% expended. Kathy explained the reason for this is that for a time the library had fewer pages hired and the Aides were relied upon more during this time. Mary Beth moved to accept the Financials Report, Larissa seconded, and it was so voted.

NEW BUSINESS:

Foundation News: Bob DeMarzo gave a brief explanation of the role of the Library Foundation: it was established eight years ago to create an endowment to expand the library at no cost to the Town. He remarked that the Select Board recently voted to allow a new building or wing to be named in honor of the donor family. Bob also mentioned that the Plymouth County Commissioners recently voted to distribute \$130,000 in American Recovery Plan Act (ARPA) funds to Pembroke. It may be possible for the library to receive some of these funds.

He brought up the possibility of renovating the COA building for the library to use once it is vacated and provided a handout of ideas regarding this expansion. Pros: the building would not have other uses (Food Pantry, Adult Daycare) and the Library would not have to share the parking lot, which would be a plus during storytime and other special events. This option would be less expensive than a new addition which would cost over \$1M. Cons: Additional staff would be needed in the new building and it is a significant distance from the current library building,

although a new, enclosed walkway could be built to connect the two. This might present difficulties for adult patrons with children if the renovated building housed the children's library materials and was used primarily for children's activities. Kathy, Melissa, Stephanie M, and Jane will brainstorm this idea and may create a survey regarding library patrons' needs and suggestions. If the trustees think this is worthwhile, we would need to vote to do feasibility and architectural studies and the Town would have to vote to approve, perhaps at the fall town meeting. The Foundation benefactor would need to be consulted along with the Town Manager, and a fundraising drive would be needed.

Bob also mentioned approaching Eastern Bank for a larger grant, and fund raising for computers, expansion, and STEM activity carts. After his presentation, Bob left the meeting.

Calendar for FY24: Kathy would like to use the calendar to plan for all holiday hours and staff training. She requested closing the Friday after Thanksgiving as the library was usually empty on that day, and the trustees agreed. Veteran's Day this year falls on a Saturday. The library will close on that day. As it falls outside the 'regular' work week, this is considered a "floater" holiday for full-time staff.

Pembroke Cooks: Kathy announced that Laura Donahue, Technical Services Associate, has volunteered to create and facilitate a program on cooking. The program would have a page on the library website listing relevant books and online resources. We would add to the Library of Things such items as a hand-crank pasta maker. The first class would concentrate on pasta and pasta making techniques, the second, on spice families. Everyone present agreed this was a great idea.

Staff Meeting: Kathy announced that a half-day, All-Staff Meeting will be held on June 2, 2023. The Library will be closed in the morning that day and open at noon. The staff has not been able to meet as a group for quite a while, so this will be a terrific team learning opportunity. One of the topics to be covered is First Amendment Audit Training. Kathy explained this is an audit conducted by a self-appointed group to test constitutional rights, in particular the right to photograph and video record in a public space. Several libraries have been surprised by this activity, and this training will review what practices are and are not allowed under the First Amendment and how staff should behave during such an audit. Kathy and Janet are working on other exercises as well.

Meeting room table and chairs: Kathy will be asking the Friends of the Library if they can cover at least half the cost of new chairs, storage carts and tables for the Meeting Room. The tables could be folded and rolled out and the new chairs would be more comfortable and stack easier. A portion of this cost could come from the Building Equipment Line (capital).

Director Contract: Mary Beth presented the Library Director contract that was adjusted after meeting with Bill Chenard and Kathy Benvie. It was determined that Jill Taylor's name should be removed from the contract as she is no longer a trustee. Kathy will make this adjustment.

It was also mentioned that the library website should be updated to show the current roster of Trustees.

The next Trustee meeting is scheduled for Wednesday, June 21, 2023, at 7:00 P.M.

Mary Beth moved to adjourn; Linda seconded; the meeting was adjourned at 8:34 P.M.

Respectfully submitted,
Mary Beth Courtright
Trustee

Youth Services Report to the Trustees: May 2023

Submitted June 8, 2023 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	9	205	179
Baby Lapsit (ages 0 – 2)	3	29	25
Music Makers with Ms. Bethany (ages 0-4)	1	20	21
LEGO Club	1	17	10
Chess Club	1	15	7
Puppy Dog Tales	1	6	3
Scavenger Hunt: Froggy Feelings	1 (passive)	268	n/a
Teen Anime Club (ages 11 – 15)	1	6	n/a
Take & Make: Pride Fidget Toys (ages 12 – 18)	1 (passive)	59	n/a
Summer Reading Prep visit (off-site)	1	397	32
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	13	254	225
<i>Kids Program (ages 6-11) Total</i>	5	703	52
<i>Teen Program (ages 12-18) Total</i>	2	65	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	20	1022	277
Number of Volunteers	3 adults + 4 teens = 7 volunteers		
Volunteer Hours	3 adult hrs + 8.5 teen hrs = 11.5 hours		

May Program Highlights:

--With sponsorship from the Friends, the Hatch-a-Chicken program successfully began on May 31st. Patrons are curious about the incubator and many are looking forward to the hatching (estimated to be June 21st). Several chicken-themed events are planned in June for all ages to encourage the learning experience surrounding the program.

--Caregivers were very vocal about their appreciation for the “Froggy Feelings” scavenger hunt theme; Social-Emotional Learning is incredibly important for kids of all ages and adults liked getting the opportunity to talk to their little ones about each frog (happy, sad, angry, etc.).

Other:

-- Summer Reading prep visits started with Hobomock Elementary students to get them excited for the program and eager to visit and see what the Library offers; students were grouped by grade for presentations and we’re very grateful for the help from school staff to coordinate the visit. The other two elementary schools will be visited in June.

--Our Teen Volunteer program will be on hiatus this summer as we work on restructuring volunteer coordination for both adults and teens.

Reference Requests (Reference Desk only):

<u>Total requests:</u>	17
General information:	2
Technology:	6
Research:	2
Item requests:	3
<u>Passports:</u>	<u>4</u>
In person:	11
Phone:	4
Email:	1
Website forms:	1

In-depth Reference help included:

- Finding information on a Native American legend about Hobomock Pond.
- Printing through our public printer from a phone.
- Using the Libby app to check out eBooks.
- Freeing up storage space on a laptop.

Adult Events:

Total: 16 events with 143 attendees, including:

- Monday, May 1st: Movie Matinee, *Spoiler Alert* (Attendance: 7)
- Tuesday, May 2nd: Book Club, *The Measure* (Attendance: 15)
- Monday, May 8th: Movie Matinee, *Babylon* (Attendance: 6)
- Monday, May 15th: Movie Matinee, *80 for Brady* (Attendance: 20)
- Monday, May 22nd: Movie Matinee, *Alice, Darling* (Attendance: 7)
- Tuesday, May 30th: Genealogy Night (Attendance: 4)
- Tuesdays May 2nd, 9th, 16th, 23rd, and 30th: Knitting (5 events, total attendance: 44)
- Wednesdays May 3rd, 10th, 17th, 24th, and 31st: Yoga (5 events, total attendance: 40)

Projects included:

- Accepting passport applications and monitoring the passport appointment schedule. Agents processed 105 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 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.
- Maintaining the Adult Book Club and New Nonfiction displays.
- Completing weeding of the Adult Fiction, Mystery, Science Fiction, and Western collections.
- Working on weeding the physical Reference collection in preparation for the shift to its new location.
- Preparing for the Adult Summer Reading program, including coordinating prizes and events.
- 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.
- With the Director and Youth Services Librarian, reviewing candidates and conducting interviews for the Generalist Librarian position.

Director's Monthly Report May 2023
Pembroke Public Library

Circulation	May 2020	May 2021	May 2022	April 2023	May 2023
Adults	51	4085	4100	3860	3852
YA	2	326	338	334	376
Children	8	3043	3728	3949	4158
Total:	61	7454	8166	8143	8386
Overdrive total:	2408	2084	2194	2040 / (680)	2070 / (731)
Hoopla total:	319	262	317	342	354
Kanopy total:			28	29	47
NY Times total:			3	4	3
Online Resources	1395	1025	1236	480	590
Museum passes	0	42	42	76	46
OverDrive Patrons Registered	3	23	12	24	28
Patron registered for new cards	2	35	55	57	44
Mobile holds/renewals	231	552	563	502	530
Non-resident borrowing	13	1438	2009	1593	1607
Items loaned to other libraries	16	2342	1974	1962	1904
Item borrowed from other libraries	1	1683	1449	1327	1336
ComCat loaned	0	10	17	14	24
ComCat borrowed	0	30 + 5	31	32 + 6	26 + 2
Passport applications	0	70	102	130	105
Visitor Count	0	4046	5046	7071	to come

Collections	May 2020	May 2021	May 2022	April 2023	May 2023
Items added	284	516	456	477	433
Items discarded	578	242	923	505	838
Items marked Missing	4	9	22	11	24

Programs	May 2020	May 2021	May 2022	April 2023	May 2023
Adult programs	4	1	15	16	16
Adult attendees	54	10	128	213	143
Youth events	3	3	19	20	20
Youth attendees	110	162	424	538	1022

A fuller Youth Services and Adults Librarian report is attached.

Computer Use	May 2020	May 2021	May 2022	April 2023	May 2023
Internet	0	202	261	266	295
Juvenile	0	0	134	260	(count lost)
Total	0	202	395	526	295

Meeting room was used 38 times and the Trustees room 16 times.

Staff and other news

A computer error resulted in our losing the count for the Children's computer use. We are changing that reporting and will now have a backup if there is a loss of data going forward. The staff computer that has the control software for the visitor count had to be replaced as it lost the power supply. The count will be retrieved when the replacement is installed and the count will be on the June report. We have removed the Plexiglas shields, all except from the Passport acceptance counter, and have had many positive remarks from Patrons. I attended the Friends meeting and they have pledged to fund the purchase of new Meeting room chairs and dollies. We are still working through the purchasing process. Lots of excitement here about the "future chicks" arrival from children adults and staff!