

Pembroke Public Library
Trustees Meeting Agenda July 8, 2021 6:45 PM AMENDED

Location: Library Meeting Room

Minutes of June and July 1st Meetings

Reorganization of officers

Old Business

Reopening updates

Director Job description and job posting

Search Process

Director's Report

Youth Services Report

Reference Librarian Report

Financial Updates

Building Maintenance

Friends News

Foundation news

New Business

Open Seats

Any unscheduled business following posting of agenda.

Posted 7-6-21, 11:54AM, AMENDED 7/7/21, 12:06PM

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PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for June 17, 2021

ATTENDING: Mary Beth Courtright, Larissa Curley, Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick, Jill Taylor, and Deborah Wall (Library Director).

Larissa Curley, Chairperson, called the meeting to order at 6:55 P.M. The minutes of the May meeting were read. Mary Beth made a motion to accept minutes as written, Sean seconded, and it was so voted.

OLD BUSINESS: Curbside pickup has dwindled, but it will continue to be offered. Furniture was returned to the library floor and the building has re-opened. Trustees discussed limiting the capacity of the Trustee's Room and agreed upon a 10-person capacity limit, going forward.

A "Food for Fines" Amnesty will be held from June 28 to August 20th; patrons can bring back overdue materials and bring a donation to the Food Pantry in order to have their fines waived. Jill inquired as to whether or not SAILS software has the ability to send notifications to patrons who have fines in the system; perhaps we could send a mass notification to them, notifying them about the Amnesty? Debbie will look into it.

Discussion was held on the topic of going fine-free. If implemented, some items would still trigger fines when overdue (Library of Things, Museum Passes, mobile hot spots, etc.).

Sean motioned to move the library into fine-free status, effective immediately. Jill seconded, and it was so voted. The Pembroke Public Library is now fine-free!

The Town Manager contacted Debbie about the library's planned Town Meeting article regarding increased waged rate for Aides, asking her to withdraw the article. He plans to perform a salary study in August, which will lead to fair and equitable adjustment of staff wages. The library will withdraw the Article in good faith. The Articles to address painting and sidewalk repair needs will still be on the table at Town Meeting.

DIRECTOR'S REPORT: The Director's Report for May was read. Passports remain steady. Mobile downloads and renewals have doubled since this time last year.

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

YOUTH SERVICES REPORT: The Youth Services Report for May was read. The first in-person workshop in over a year was held in May! Big Ryan returned to kick off a 6-week "Raising A Reader" workshop. Summer Reading begins on June 28, 2021.

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

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Special Meeting Minutes July 1, 2021

Library Director Job Search

ATTENDING: Kathy Benvie (Assistant Library Director), Mary Beth Courtright, Larissa Curley, Sean Fitzpatrick, Jill Taylor (via phone), Deborah Wall (Library Director), and Carol Watches.

Larissa Curley, Chairperson, called the meeting to order at 7:01 P.M.

PROCESS DISCUSSION:

- Post job for 4 weeks or open until filled
- Include Town Manager in interviews
- Search committee vs. interview committee
- Involvement of other members of the community
- Finalize job description in order to post by next Friday, or July 12th at latest.
- Interviews could be scheduled week of 8/23-30th to complete prior to Labor Day.
- Zoom for first round of interviews, in person for 2nd?
- Interview questions on Board of Library Commissioners website.
- Trustees' email established trustees@pembrokepubliclibrary.org

REVIEW OF JOB DESCRIPTION:

Review of draft job description. Trustees recommended some clarifications and wording changes. Trustees to further review document with changes to finalize by July 8th Library Board of Trustees Meeting.

FOLLOW UP ITEMS:

- D. Wall to draft job ad
- Trustees to complete review of Library Director job description
- L. Curley and D. Wall will schedule time with Town Manager

Meeting adjourned 8:05 PM.



July 8, 2021

The Board of Library Trustees of the Pembroke Public Library seeks qualified applicants for the position of **LIBRARY DIRECTOR**. The Director will be responsible for FY22 budget of \$747,000 and a staff of 7 full time and 21 part-time employees in a community of 20,000 residents.

The director plans and supervises the operation of the public library; develops Library policies, programs and procedures; and prepares and manages the budget presented to the Trustees and the Town Manager and manages the Library expenditures. They are responsible for providing services to effectively meet the cultural, recreational, historical, and educational needs of the community.

The successful candidate must remain active in state and professional Library organizations. Duties will include overseeing and monitoring staffing levels; handling all personnel management; and providing appropriate staff training to remain up to date in technology usage and changes to the Library profession. This position is responsible for long range planning for Library services meeting all federal, state, and local guidelines and for acquiring, development, and implementation of grants.

Required: Master's Degree in Library Science from an ALA accredited school with at least 5 years progressively responsible experience in Library management. Certification from MA Board of Library Commissioners.

For a complete outline of duties, minimum qualifications and requirements, please refer to the job description available on the town website, Pembroke-ma.gov, or in the Library.

Salary: \$75,335 - \$96,287 in three steps, 37.5 hours/week with some nights/weekends. This posting will remain open through August 6th, 2021. Cover letter, resume, and three references should be emailed to: trustees@pembrokepubliclibrary.org, or Mailed to Trustees, Pembroke Public Library, 142 Center St, Pembroke MA, 02359. AA/EOE

Pembroke Public Library 142 Center Street, Pembroke, MA 02359
781-293-6771 | fax: 781-294-0742 www.pembrokepubliclibrary.org

**Job Description: Non-Union Position
Town of Pembroke, Massachusetts**

Position Title

Library Director

Schedule A

SA-27

Responsibilities:

The Director is responsible for management, direction, and administration of the Library including program and collection development, personnel functions, community outreach and building maintenance in conformance with Board policies, regulations of the Massachusetts Board of Library Commissioners, the laws of the Commonwealth of Massachusetts and applicable town bylaws. The Director must:

- Report to the Board of Library Trustees
- Manage the Library, including the upkeep and maintenance of the building
- Interview, select, train, and schedule staff
- Seek additional funding via grants or other appropriate means
- Select materials and develop a balanced collection to serve the needs of the community
- Provide reference service as needed
- Catalog materials as needed
- Develop an action plan for each year and maintain a five-year Strategic Plan to be filed with the Massachusetts Board of Library Commissioners
- Prepare and submit state reports as required by law
- Work to maintain State Accreditation
- Coordinate with Pembroke Emergency Management Agency (PEMA) and the use of the Library as an emergency facility when needed
- Remain active in state and professional Library organizations
- Perform other essential duties as required

Job Environment:

- Traditional office environment with frequent interruptions to respond to residents and staff
- Some job duties may require offsite work and travel
- Will require some nights and weekends

Supervision:

- Reports to the Library Trustees

Essential Functions:

- Coordinate activities and the monthly meetings of the Board of Library Trustees and provides advice and recommendations to the Trustees for improvement of Library Services
- Research and recommend Library policies and implements policies adopted by the Board
- Responsible for total management of the library, including finances

- Prepare and justify the annual budget and prepare financial statements
- Prepare reports and statistics that evaluate library services and their effectiveness
- Oversee personnel administration and evaluation
- Oversee collection, program, and staff development
- Work with Town Manager to prepare the budget and capital requests
- Develop short and long term plans
- Direct and implement the Library's public relations programs to promote and publicize the Library in the community, including utilizing social media platforms and the Library website
- Manage all aspects of technology-related Library functions, both internal and consortium-related, and conduct technology planning
- Represent the Library as a voting member and work with the SAILS Library Network consortium
- Represent the Library as liaison to various Town, civic and community organizations as needed
- Maintain communication with the Friends of the Pembroke Library, the Pembroke Library Foundation, and other support groups

Minimum Qualifications:

- MLS from an ALA-accredited program
- State certification from the Massachusetts Board of Library Commissioners
- Minimum of five years' experience in a public library with at least three years progressively responsible experience in administration
- Knowledge of computer technology including integrated library systems, PC, Microsoft Office and Internet
- The ability to catalog and provide comprehensive reference services
- Strong leadership skills in strategic planning
- Knowledge of current trends and challenges in library service

Desirable Qualifications:

- Ability to juggle several priorities simultaneously
- Additional degree beyond the masters in a related field such as education, administration or information science
- Demonstrated ability to write and receive grants
- Possess telephone courtesy and customer service skills
- Strong interpersonal and public speaking skills
- Demonstrated customer service ability to deal with a full spectrum of staff and public contacts
- Present a clean, neat and professional appearance

Knowledge, Ability and Skill:

Knowledge:

- A broad background of professional knowledge including cataloging, reference, programming, and public services is necessary

- Knowledge of Federal and state legislation governing freedom of speech, freedom of information and copyright, as applied to library practices and policies.

Ability:

- Demonstrate the ability to provide strong leadership for effective changes necessary to maintain excellent library service
- Demonstrate ability to manage and lead a staff with widely diverse skills and background

Physical Requirements:

- May spend extended periods of time at computer terminal, on the telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Normal vision is required for this position.
- Regular lifting and carrying of files, documents, records, etc. is routine.
- Employee will be required to talk, listen, sit for long periods, stand, walk, stoop, kneel, crouch, and reach.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Proposed Director Search Timeline

Job posted on MBLC, NELA, emailed via allregions list serv., July 9th.

Four weeks, ends Friday, August 6th, closing date.

Resumes to trustees @pembrokepubliclibrary.org. One person assigned to print out each resume received. Also, collect mailed in ones, if any.

Review all resumes week of August 9 – 13.

Decide how many to bring in for first interview.

Begin interviews week of August 11-20. May go into following week.

Final 2 candidates brought in for a full board interview, then vote decision.

Make offer, if done by September 3rd, candidate could start 9/20 if needs only 2 weeks, or 10/4 if needs 4 weeks.

Director's Monthly Report June 2021
Pembroke Public Library

Circulation	2018	2019	2020	2021
Adults	5226	5772	1250	4484
YA	514	538	573	406
Children	3720	4887	131	3568
TOTAL:	9460	11197	1954	8458
Downloads				
Overdrive	1050	1790	2212	2091
hoopla	-	-	286	282
Online Resources	829	1132	744	995
Museum Passes	79	83	11	59
Patrons registered	91	89	8	62
Overdrive patrons	12	23	0	12
Non-resident borrowing	1673	1905	424	1683
Items loaned to other libraries	1991	2147	147	2343
Item borrowed from other libraries	1586	1798	251	1478
Comcat loaned	13	17	0	19
Comcat borrowed	25	27+4	7	22+1
Mobile Renewals/Holds	28	211	520	474
Passports	-	75	0	55
Visitor Count	-	8569	0	5435

Collections	June 2018	June 2019	2020	2021
Items added	510	695	283	645
Items discarded	23	114	1551	301
Items marked	9	12	30	26
Missing				

Programs	June 2018	June 2019	2020	2021
Adult programs	12	14	1	1
Adult attendees	95	141	12	13
Youth events	45	36	6	7
Youth attendees	2729	2149	291	130

Fuller youth services and adult reports are available.

Computer Use	2018	2019	2020	2021
Internet	726	580	0	232
Juvenile	143	222	0	115
Total	869	802	0	347

The meeting room was used twice this month. The Trustees Room was used 6 times this June. No meetings were held indoors last June.

Staff and other news:

The Summer Reading Programs kicked off on the 28th, looking a little more "normal" but with fewer events than usual. The Friends had another very successful outdoor book sale. They are a lot more work, but there have been many wonderful, willing volunteers. The director announced that she would be retiring in late September.

Key:

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

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Raising a Reader*	5	59	38
Dungeons & Dragons Intro (Ages 8 - 18)	1	8	7
Chalk the Walk	1	11	7
Kids Program Total	7	78	52
Teen Program Total	n/a	n/a	n/a
TOTALS	7	78	52
Number of Volunteers	2 teen volunteers		
Volunteer Hours	4 teen volunteer hours		

June Programs:

--Summer Reading kicked off quietly but with a lot of enthusiasm, particularly from our families who will be participating in the Read & Bead program.

--Chalk the Walk took place on a hot day so many families who had signed up did not attend. Photos were taken of the beautiful artwork on our front sidewalk before the rain washed it away.

--Maddy, a Library Aide, is this summer's Dungeon Master and she was amazing for our first Dungeons & Dragons session. All kids who attended the Intro session have signed up for the summer-long campaign.

--Our VolunTEEN program is back as of the final week of June. More volunteer are expected to join us throughout the summer.

Other:

--Interviewed with PACTV about the library during COVID and upcoming summer programs.

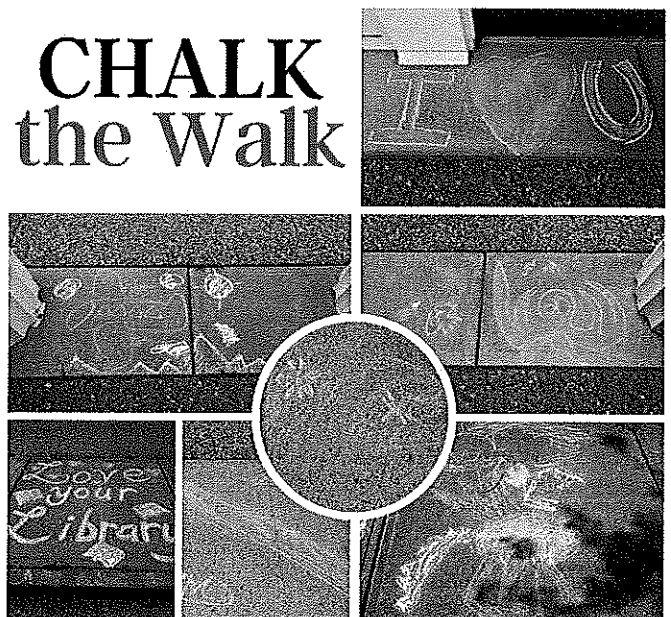
--Continued genre label project with the assistance of several staff members.

Looking Toward July & Beyond:

--26 programs are planned through July and August! Most of these will be in-person and outdoors while some will be virtual.

--The biggest summer event will be High Flying Frisbee dogs on Thursday, July 22 at 6:00pm. We collaborated with Town Hall in order to host this program on the Town Green.

--A visit to Magical Year Pre-K is planned for July (as with many things, this will be the first to happen in over a year).



Thank you for decorating our sidewalk!

Reference Requests (Reference Desk only):

<u>Total requests:</u>	28
General information:	5
Technology:	10
Research:	2
Item requests:	2
Readers' Advisory:	2
<u>Passports:</u>	<u>7</u>
In person:	18
Phone:	4
Email:	3
Website forms:	3

In-depth Reference help included:

- Finding articles online using the Boston Public Library databases.
- Tracking packages online.
- Using Universal Class.
- Downloading a resume onto a phone.
- Using the scanner.

Adult Events:

Total: 1 event with 13 attendees:

- Tuesday, June 1st: Book Club, *The Island of Sea Women* (Attendance: 13) This was our first in-person Adult event in over a year!

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 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 55 applications this month.
- Maintaining Fiction endcap displays.
- Working on the ongoing RFID tagging project and helping track progress.
- Planning for Summer Reading and helping register Adult readers through the website.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2021 WORKSHEET

7/7/2021

		FY21	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$93,465.00		\$94,400.00	\$94,388.88	\$11.12	99.99%
Assistant Director	00016101-510103	\$60,356.00		\$60,960.00	\$60,952.59	\$7.41	99.99%
Full Time Salaries	00016101-510110	\$259,108.00		\$261,699.00	\$261,706.26	(\$7.26)	100.00%
P-T Pages	00016101-510123	\$15,079.00		\$15,230.00	\$17,907.25	(\$2,677.25)	117.58%
P-T Salaries - Aides	00016101-510124	\$135,472.00		\$136,827.00	\$121,026.16	\$15,800.84	88.45%
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	\$567,105.78	\$17,990.22	96.93%
Heating Fuel	00016102-521030	\$14,000.00			\$11,443.93	\$2,556.07	81.74%
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			\$5,284.79	(\$2,284.79)	176.16%
Postage	00016102-534020	\$1,200.00			\$368.43	\$831.57	30.70%
Purchase of Services	00016102-538000	\$26,000.00			\$25,152.80	\$847.20	96.74%
Facilities/Maint Supplies repairs	00016102-543000	\$2,000.00			\$3,560.18	(\$1,560.18)	178.01%
Custodial Supplies	00016102-545000	\$2,000.00			\$4,236.58	(\$2,236.58)	211.83%
Library Materials	00016102-558040	\$5,900.00			\$5,250.11	\$649.89	88.98%
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			\$59,378.88	\$421.12	99.30%
Books	00016102-558030	\$90,000.00			\$89,825.16	\$174.84	99.81%
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	\$7,106.95	\$10,120.27	41.25%
NRC	18-610-4650-368	\$0.00	\$3,700.80	\$3,700.80	\$2,003.92	\$1,696.88	
Grants total		\$18,996.60	\$30,302.85	\$49,299.45	\$20,094.66	\$29,204.79	40.76%
State Grant (Earmark for technology)	0365-520000	\$3,628.96	\$2,529.00	\$6,157.96	\$6,157.96	(\$0.00)	169.69%
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	\$13,190.00	\$22,097.94	\$0.00	\$22,097.94	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$2,120.19	(\$2,120.19)	
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	\$13,190.00	\$22,097.94	\$3,752.45	\$18,345.49	16.98%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$1,301.02	\$5,143.66	\$6,444.68	\$4,804.41	\$1,640.27	74.55%
Fines Balance	018-0610-0261-0-0-0-E	\$278.13	\$2,046.97	\$2,325.10	\$2,000.00	\$325.10	86.02%