

Pembroke Public Library

Trustees Meeting Agenda July 9, 2020 6:30 PM REMOTE

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

Board reorganization

Minutes of June Meeting

Old Business

Curbside and reopening updates

FY20 budget final

FY21 Budget- 1/12th

Requesting to pay SAILS in installments

Director's Report

Youth Services Report

Reference Librarian Report

Assistant Director's Report

Financial Updates

Building Maintenance

Friends News

Foundation news

New Business

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.

Pembroke Public Library is inviting you to a scheduled Zoom meeting.

Topic: Trustees Meeting

Time: Jul 9, 2020 06:30 PM Eastern Time (US and Canada)

Every month on the Second Thu, until Nov 12, 2020, 5 occurrence(s)

Jul 9, 2020 06:30 PM

Aug 13, 2020 06:30 PM

Sep 10, 2020 06:30 PM

Oct 8, 2020 06:30 PM

Nov 12, 2020 06:30 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: [https://zoom.us/meeting/tJApdu-](https://zoom.us/meeting/tJApdu-ppjojG9AA2z403uhhhXBYEnKZkLyS/ics?icsToken=98tyKuCsqjosG9yUuRiDRowIBoj4M-vxiH5Ejfp8vU3_V3AAdwv-PtpgC5dxO-Lb)

[ppjojG9AA2z403uhhhXBYEnKZkLyS/ics?icsToken=98tyKuCsqjosG9yUuRiDRowIBoj4M-vxiH5Ejfp8vU3_V3AAdwv-PtpgC5dxO-Lb](https://zoom.us/meeting/tJApdu-ppjojG9AA2z403uhhhXBYEnKZkLyS/ics?icsToken=98tyKuCsqjosG9yUuRiDRowIBoj4M-vxiH5Ejfp8vU3_V3AAdwv-PtpgC5dxO-Lb)

Join Zoom Meeting

<https://zoom.us/j/94416181914?pwd=Mmk4L21iODRkV1QxK2VkZFlkZlVwZz09>

Meeting ID: 944 1618 1914

Password: 158496

One tap mobile

+13017158592,,94416181914#,,,0#,,158496# US (Germantown)

+13126266799,,94416181914#,,,0#,,158496# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 944 1618 1914

Password: 158496

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

Posted 7-7-20, 9:45AM

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 15th 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 16th and town elections have been rescheduled to Saturday, June 20th.

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 13th. 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.

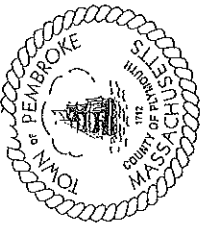
The Director's Report for April was read. The library building was closed to the public this month and, not surprisingly, circulation numbers were down. Library staff has been making good use of web-based options and social media, and have engaged with patrons that way.

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.



Town Managers Budget FY 2021 Library

	2018 Budget	2019 Budget	2020 Budget	2021 Request to TM	July 2020	Aug 2020
Director Salary	89,835	91,632	93,465	93,465	8,280	7,560
Assistant Director	53,161	60,359	60,356	60,356	5,339	4,875
Youth Services Librarian	59,135	60,318	0	0	0	0
Reference Librarian	27,310	27,857	0	0	0	0
Full Time Salaries	140,027	142,910	263,062	259,108	32,570	29,737
Part Time Salaries - Aides	119,788	122,184	133,472	135,472	16,525	15,088
Part Time Salaries- Pages	18,864	19,242	15,079	15,079	1,867	1,705
Part Time Salaries - Custodians	33,287	33,400	0	0	0	0
Clothing Allowance	0	925	0	0	0	0
Sunday Opening Salaries	13,331	13,598	13,000	13,000	1,610	1,470
Overtime	0	0	0	0	0	0
Emergency Shelter	1,000	1,000	1,000	1,000	124	113
Longevity	2,450	2,350	3,246	1,850	402	367
Wages & Salaries	558,188	575,775	582,680	579,330	66,716	60,915
Natural Gas	14,000	14,000	14,000	14,000	600	600
Telephone	3,000	3,000	3,000	3,000	250	250
Water	300	300	300	300	25	25
Postage	1,200	1,200	1,200	1,200	100	100
Contracted Services	26,000	26,000	26,000	26,000	7,500	7,500
Custodial Supplies	2,000	2,000	2,000	2,000	167	167
Library Supplies	5,900	5,900	5,900	5,900	492	492
Dues	400	400	400	400	33	33
Travel & Meetings	1,000	1,000	1,000	1,000	83	83
Building Repairs	2,000	2,000	2,000	2,000	167	167
Technology	2,000	2,000	2,000	2,000	167	167
Equipment	800	800	800	800	67	67
Programs	1,200	1,200	1,200	1,200	100	100
General Expense	59,800	59,800	59,800	59,800	9,750	9,750

11/11/20
 6/23/20
 4/13/20
 4/17/20
 4/17/20
 259,108
 July have been
 Aug 4.2

Director's Monthly Report June 2020
Pembroke Public Library

Circulation	2017	2018	2019	2020
Adults	5491	5226	5772	1250
YA	431	514	538	573
Children	3659	3720	4887	131
TOTAL:	9581	9460	11197	1954
Downloads				
Overdrive	1244	1050	1790	2212
hoopla	-	-	-	286
Online Resources		829	1132	744
Museum Passes	85	79	83	11
Patrons registered	74	91	89	8
Overdrive patrons	15	12	23	0
Non-resident borrowing	1526	1673	1905	424
Items loaned to other libraries	1993	1991	2147	147
Item borrowed from other libraries	1523	1586	1798	251
Comcat loaned	19	13	17	0
Comcat borrowed	25	25	27+4	7
Mobile Renewals/Holds	26	28	211	520
Passports	-	-	75	0
Visitor Count	-	-	8569	0

Collections	June 2017	June 2018	June 2019	2020
Items added	617	510	695	283
Items discarded	365	23	114	1551
Items marked Missing	10	9	12	30

Programs	June 2017	June 2018	June 2019	2020
Adult programs	12	12	14	1
Adult attendees	115	95	141	12
Youth events	37	45	36	6
Youth attendees	2300	2729	2149	291

Fuller youth services and adult reports are available.

Computer Use	2017	2018	2019	2020
Internet	714	726	580	0
Juvenile	144	143	222	0
Total	858	869	802	0

The meeting room was not used, was used 22 times last June. The Trustees Room was not used, but was used 16 times last June. The Local History Room is staff office space now and will not be reported anymore.

Staff and other news:

The Summer Reading Programs kicked off the 29th in a much more subdued way than in the past. It will be a mostly virtual program this year but still have prizes. Curbside, a new service to help reach patrons and reconnect them with books, began June 1st and has been extremely popular. The plan is that when we can allow some patrons in the building, curbside will continue. Plans are underway for the next phase, which will probably be in July.

Report to the Trustees: July 6, 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
Storytime Premieres	4	14 live + 186 views after	n/a
Graphic Novel Chat (gr. 6-8)	n/a	n/a	n/a
Comic Talk (gr. 9-12)	n/a	n/a	n/a
Show & Tell (ages 4-6)	n/a	n/a	n/a
Show & Tell (ages 7-10)	n/a	n/a	n/a
Live visits in first grade classrooms (summer reading readiness)	2	80	11
Kids Program Total	6	280	11
Teen Program Total	0	0	0
TOTALS	6	280	11

June Programs:

--Programs with an "n/a" listed under number indicate that the program was cancelled due to lack of registrations.

--Reading with and talking to the first graders during their morning meetings was wonderful! I was able to arrange visits with North Pembroke and Hobomock elementary.

--Summer Reading officially launched on June 29th and we already have 107 patrons registered via Beanstack (our online reading program software).

Other:

--Attended the webinars "Dismantling Institutional

Racism" from Niche Academy and "Outstanding Online Storytimes" from ALA.

--Officially joined ALA (American Library Association).

--Answered youth RA requests online and over the phone. Books sought included anti-racism picture books, interactive picture books, and YA fantasy.

-Created, promoted, and/or updated anti-racism resource lists for children, teens, and caregivers.



Without the benefit of browsing, many patrons can't come across new books naturally. The solution was a photocopied version of our displays! Adults have their own display on the opposite side of the building.

Looking Toward July:

--July will feature some of the same ideas from June, but are either being promoted differently or presented at a different time to allow these programs to reach a wider potential audience. We will also host two Digital Escape Room events (one for kids, one for teens).

June 2020 Reference/Adult Services Report

Stephanie McBain

7/6/2020

Adult Events:

virtual events with 12 attendees:

- Tuesday, June 2nd: Book Club, *The 7½ Deaths of Evelyn Hardcastle* (Attendance: 12)

Ongoing virtual groups:

- Book Club Facebook group (42 members)
- Cookbook Club Facebook group (14 members)

Projects included:

- Compiling, publishing, and posting to the website the biweekly "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.
- Answering all submissions from the "ask a question" form on the website (9 questions submitted this month).
- Selecting books and placing holds for all submitted online Readers' Advisory form requests (6 requests submitted this month).
- Helping staff the desk, pull holds, and answer phones for the curbside pickup program.
- Ordering Historical Fiction books, CDs, and DVDs for the library collection.
- Creating a homebound delivery application form.
- Completing the Adult Summer Reading bingo card to be uploaded to the website.
- Working with a representative of Sisters in Crime New England to plan the July "Mystery Making" virtual event.

Assistant Director's Report for June 2020

The library began offering curbside pickup of items for our patrons on June 1st. The initial wave of pickups were for items that had been on our shelves since we closed the building back in March. Our first day of curbside pickups saw 17+ packages of items being brought out to our patrons at the curb. We also began opening our book drops to receive returns. This necessitated a system be established for safe emptying of the book drops and bringing them to our quarantine staging area in the Meeting room.

During the next few weeks, through June 27th, we were able to deliver via curbside pickup items that were in our building that were placed on hold for our patrons. We saw a steady increase in the number of patrons using the curbside service.

On June 29th inter-library delivery resumed and we were now receiving items from other libraries for our patrons, as well as sending out items from our collection to other library's patrons. We integrated the quarantining of these items into our established quarantine system in the Meeting room. Demand for curbside continues to increase, the number of packages that were delivered to our patrons curbside on June 30th was 46+.

Two of our staff members have created and maintain "new books windows" displays on which are copies of new book covers. We have the pleasure of seeing patrons browse our front windows as they look for new and interesting items that we have to offer.

This month brought many challenges and rapid changes in procedures for our library staff to learn and implement. The staff met all of the challenges and adapted to each change they were presented with. They entered the building each shift and looked to see what might have changed since they were here last, absorbed the new information and hit the ground running. Their energy and enthusiasm for providing great customer service has been seen over and over again this month. Many complimentary remarks have come from our patrons and I am sure that we will hear more. The library staff should be commended.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2020 WORKSHEET

7/1/2020

		FY20	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$93,465.00			\$93,464.83	\$0.17	100.00%
Asst Director	00016101-510103	\$60,356.00			\$60,355.89	\$0.11	100.00%
Full Time Salaries	00016101-510110	\$263,062.00			\$260,469.38	\$2,592.62	99.01%
P-T Pages	00016101-510123	\$15,079.00			\$15,153.22	(\$74.22)	100.49%
P-T Salaries - Aides	00016101-510124	\$133,472.00			\$117,736.07	\$15,735.93	88.21%
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)	
Personnel Services		\$582,680.00			\$568,062.19	\$14,617.81	97.49%
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			\$4,820.59	(\$1,820.59)	160.69%
Postage	00016102-534020	\$1,200.00			\$354.83	\$845.17	29.57%
Purchase of Services	00016102-538000	\$26,000.00	\$4,987.50	\$30,987.50	\$28,360.89	\$2,626.61	109.08%
Facilities/Maint Supplies	00016102-543000	\$2,000.00			\$3,540.24	(\$1,540.24)	177.01%
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			\$299.00	\$101.00	74.75%
General Expense		\$59,800.00			\$59,624.80	\$175.20	99.71%
Books	00016102-558030	\$90,000.00			\$74,451.41	\$15,548.59	82.72%
Capital-painting	00030610-600134	\$12,550.00			\$11,357.82	\$1,192.18	90.50%
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	18-610-4650-364	\$12,078.33	\$13,564.29	\$25,642.62	\$14,318.51	\$11,324.11	118.55%
Municipal Equalization	18-610-4650-362	\$7,262.81	\$8,105.73	\$15,368.54	\$7,545.56	\$7,822.98	103.89%
NRC	18-610-4650-368	\$559.25	\$3,713.26	\$4,272.51	\$4,423.00	(\$150.49)	790.88%
Grants total		\$19,900.39	\$25,383.28	\$45,283.67	\$26,287.07	\$18,996.60	132.09%
State Grant (Earmark for technology)	0365-520000	\$25,000.00			\$21,371.04	\$3,628.96	85.48%
Allison Darling (75% INT. YA books)	All as of 6/30/19	\$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%
Trusts Total		\$61,614.65				\$61,614.65	0.00%
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			\$5,244.53	(\$5,244.53)	
Passport Program Net:		\$14,352.61	\$16,450.00	\$30,802.61	\$21,894.67	\$8,907.94	71.08%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$103.41	\$6,206.10	\$6,309.51	\$8,931.69	\$1,301.02	87.29%
FY19 adjustment			3923.2	\$10,232.71			
Fines Balance	018-0610-0261-0-0-0-E	\$0.00	\$6,680.36	\$6,680.36	\$6,402.23	\$278.13	95.84%

