

Pembroke Public Library

Trustees Meeting Agenda August 13, 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 July Meeting

Old Business

Curbside and reopening updates

FY21 Budget

Declined Health and Wellness Grant for this year

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: Aug 13, 2020 06:30 PM Eastern Time (US and Canada)

Every month on the Second Thu, until Nov 12, 2020, 4 occurrence(s)

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=Mmk4L21iODRkV1QxK2VkZFlkZ1VwZz09>

Meeting ID: 944 1618 1914

Passcode: 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

Passcode: 158496

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

Posted 8/11/20,10:20AM

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for July 9, 2020

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 6:40 P.M. Larissa read Governor Baker's March order regarding Open Meeting Law and virtual board meetings.

Lyn Dionne and Jill Taylor were re-elected in the local election on June 20th. There was brief discussion of organization of Board members; the Trustees voted unanimously to retain existing Board positions: Larissa Curly, Chairperson, Sean Fitzpatrick, Vice Chairperson, Jill Taylor, Secretary. Sean made a motion to approve the positions, Carol seconded, and it was so voted.

The minutes of the June meeting were read. Carol made a motion to accept minutes as written, Sean seconded, and it was so voted.

OLD BUSINESS: Curbside pickup is going very well; there are over 50 pickups daily. The library will not be able to fully open to the public until splash shields have been installed at both the main circulation desk and children's desk. A quote for the installation is in progress.

Occupancy will have to be monitored, once the library reopens. The current plan is to have full-time staff share the responsibility of monitoring occupancy. There will be limited computer availability, with four computers available (by reservation). Furniture will be removed for the time being. There will be a few "resting" chairs placed strategically throughout the building. Masks will be required upon entering the building.

DIRECTOR'S REPORT: The Director's Report for June was read. Not surprisingly, circulation was down this month due to the response to novel coronavirus. Overdrive eBooks and audiobooks numbers were through the roof. Materials available online have been working out well for patrons, so far. The staff has been busy discarding old materials, with 1551 items discarded in May.

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

YOUTH SERVICES REPORT: The Youth Services Report for June was read. Melissa attended a couple of great webinars ("Dismantling Institutional Racism" and Outstanding Online Storytimes"), and her online story times continue to be popular. Summer Reading started up on June 29th, and 107 people have registered, so far.

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for June was read. In addition to working on the bi-weekly Newsletter and other projects, Stephanie hosted a Book Club meeting to discuss *The 7 ½ Deaths of Evelyn Hardcastle*.

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

ASSISTANT DIRECTOR'S REPORT: The Assistant Director's Report for June was read. The book drops are now open for returns and inter-library loans have resumed. A system has been established to sort and quarantine returned books. Staff members have created eye-catching "new books" window displays for patrons to browse while picking up at curbside.

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

FINANCIAL REPORT: The Financial Report for June was reviewed. The FY21 budget has been submitted to Town Hall. There is a discrepancy in the Library Building Fund; Debbie will correct this for the next report.

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

MAINTENANCE: Painting has been satisfactorily completed. The building has a leak in the plumbing of the staff bathroom that will need to be addressed in the near future.

FRIENDS NEWS: Activity is continuing for the planned September Book Sale. Also, the Friends are setting up a Paypal account to receive contactless donations.

FOUNDATION NEWS: No news to report.

NEW BUSINESS: No new business.

The next meeting of the Board of Trustees will be held on Thursday, August 13, 2020 at 6:30pm.

Sean moved to adjourn the meeting, Mary Beth seconded. The meeting was adjourned at 7:44 P.M.

Respectfully submitted,

Jillian Taylor
Secretary

Director's Monthly Report July 2020
Pembroke Public Library

Circulation	2017	2018	2019	2020
Adults	5978	6081	6903	2481
YA	604	578	701	228
Children	4456	4642	5495	1084
TOTAL:	11038	11301	13099	3793
Downloads				
Overdrive	1310	1474	1904	2133
hoopla	-	-	-	246
Online resource Usage	-	963	538	600
Museum Passes	102	108	97	11
Patrons registered	77	87	103	0
Overdrive Registration	29	27	19	7
Non-resident borrowing	1667	1856	2121	704
Items loaned to other libraries	2054	2093	2508	2121
Item borrowed from other libraries	1740	1846	2088+3	1861
ComCat loaned	31	16	22	0
ComCat borrowed	7	51	29	2
Mobile renewals/holds	23	28	295	29
Passports	-	-	56	0
Visitor Count	-	-	10369	0

Collections	July 2017	July 2018	July 2019	July 2020
Items added	703	440	792	355
Items discarded	523	410	261	529
Items marked Missing	20	11	14	19

Programs	July 2017	July 2018	July 2019	July 2020
Adult programs	14	14	15	1
Adult attendees	127	149	129	10
Youth events	31	34	29	5
Youth attendees	595	1140	919	75

Fuller reports from the Youth Services and Reference librarians are attached.

Computer Use	2017	2018	2019	2020
Internet	706	769	606	0
Juvenile	180	229	261	0
Total	886	998	897	0

The meeting room was used 0 times this July, and 21 times last July. The Trustees Room was used 0 times this July and 13 last July.

Staff and other news:

Curbside continued to do well and preparations moved along to allow patrons back in the building safely on August 3rd. All furniture was moved away, signage went all, pathways marked. The biggest change is the new acrylic shields around all the work stations, installed by local carpenter Bob Penniman. There will be reduced hours to allow for more cleaning and curbside will continue for anyone unable to wear a facial covering.



Report to the Trustees: August 6, 2020
 July 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	2	3 live + 59 views after	n/a
Hogwarts Escape Room (ages 10-13)	1	5	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)	1	2	1
Show & Tell (ages 7-10)	n/a	n/a	n/a
Summer Vacation Escape Room (ages 13-18)	1	5	n/a
Kids Program Total	4	69	1
Teen Program Total	1	5	n/a
TOTALS	5	74	1

July Programs:

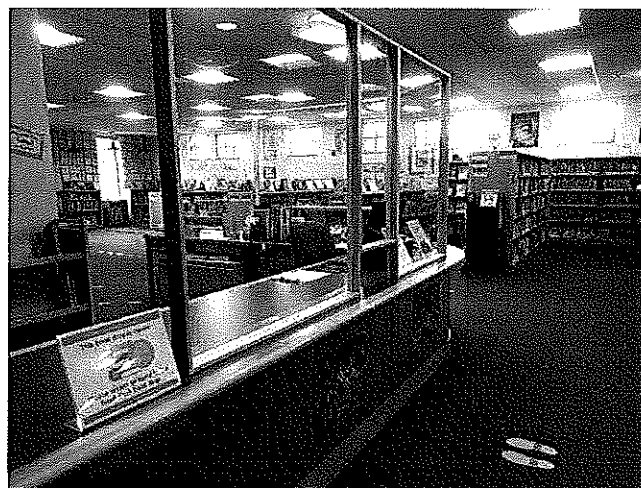
--Programs with an "n/a" listed under number indicate that the program was cancelled due to lack of registrations.

--The Digital Escape Rooms were popular with both kids and teens. The small attendance worked to the advantage of each group as more were able to actively participate and figure out clues.

--Though Show & Tell was small in attendance, the kids were very talkative and knowledgeable about their items.

Other:

--Prepped for library doors to re-open. This included printing and laminating over 100 signs (!), creating and printing vinyl icons with the Cricut Joy, implementing new display areas, promoting the library's new look and layout online, and generally discussing logistics to keep everyone safe.



The youth desk features a "fish bowl" shield among other changes to help keep patrons and staff safe.

Looking Toward August:

--Two more Digital Escape Rooms are on deck for August featuring zombies for teens and another Hogwarts "exam" for kids.

--Revamping live online storytime is on deck for August.

July 2020 Reference/Adult Services Report

Stephanie McBain
8/7/2020

Adult Events:

1 virtual events with 10 attendees:

- Tuesday, July 7th: Book Club, *Writers & Lovers* (Attendance: 10)

Ongoing virtual groups:

- Book Club Facebook group (44 members)
- Cookbook Club Facebook group (15 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 and selecting books and placing holds for all submitted online Readers' Advisory form requests.
- 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.
- Working with Roz to plan her virtual short stories workshops.
- Organizing drawings for the Adult Summer Reading prizes.
- Helping two patrons with projects over the phone: starting a book club and 17th and 18th century genealogy research.

Assistant Director's Report for July

July began with a continuation of curbside pickup. The library staff spent a lot of time on the phone with patrons in addition to preparing and delivering items to the curbside for pickup. The resumption of inter library loan delivery to libraries increased the availability of times for Pembroke patrons as well as the demand for Pembroke items from other libraries. We had found a rhythm that worked for this service model, and then of course, opened the library doors to welcome patrons into the building.

The decision to open the building for some hours and retaining the offering of curbside pickup other hours was the best solution for the challenge of providing services for differing needs. Staggering the hours, while not simple to explain, allowed for patrons with different schedules and availabilities to be able to make use of these services. Again, as we have witnessed throughout these past months, staff embraced this challenge with grace and a commitment to providing outstanding customer service.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2021 WORKSHEET

8/12/2020

		FY21	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$93,465.00			\$10,026.98	\$83,438.02	10.73%
Assistant Director	00016101-510103	\$60,356.00			\$6,474.93	\$53,881.07	10.73%
Full Time Salaries	00016101-510110	\$263,062.00			\$27,765.21	\$235,296.79	10.55%
P-T Pages	00016101-510123	\$15,079.00			\$1,219.48	\$13,859.52	8.09%
P-T Salaries - Aides	00016101-510124	\$133,472.00			\$11,209.04	\$122,262.96	8.40%
Overtime	00016101-510130	\$0.00			\$0.00	\$0.00	
Sunday Opening hours	00016101-510138	\$13,000.00			\$0.00	\$13,000.00	0.00%
Emergency Shelter Staffing	00016101-510139	\$1,000.00			\$0.00	\$1,000.00	0.00%
Longevity	00016101-510140	\$3,246.00			\$400.00	\$2,846.00	12.32%
Personnel Services		\$582,680.00			\$57,095.64	\$525,584.36	9.80%
Heating Fuel	00016102-521030	\$14,000.00			\$662.87	\$13,337.13	4.73%
Water	00016102-523000	\$300.00			\$0.00	\$300.00	0.00%
Office Equipment	00016102-524046	\$800.00			\$625.90	\$174.10	78.24%
Telecom	00016102-534000	\$3,000.00			\$456.34	\$2,543.66	15.21%
Postage	00016102-534020	\$1,200.00			\$29.35	\$1,170.65	2.45%
Purchase of Services	00016102-538000	\$26,000.00			\$5,157.61	\$20,842.39	19.84%
Facilities/Maint Supplies repairs	00016102-543000	\$2,000.00			\$0.00	\$2,000.00	0.00%
Custodial Supplies	00016102-545000	\$2,000.00			\$336.72	\$1,663.28	16.84%
Library Materials	00016102-558040	\$5,900.00			\$261.14	\$5,638.86	4.43%
Program Supplies	00016102-558050	\$1,200.00			\$0.00	\$1,200.00	0.00%
Technology Supplies	00016102-558090	\$2,000.00			\$0.00	\$2,000.00	0.00%
Travel	00016102-571100	\$1,000.00			\$0.00	\$1,000.00	0.00%
Dues	00016102-57310	\$400.00			\$0.00	\$400.00	0.00%
General Expense		\$59,800.00			\$7,529.93	\$52,270.07	12.59%
Books	00016102-558030	\$90,000.00			\$6,940.68	\$83,059.32	7.71%
Capital-painting	00030610-600134	\$1,192.18			\$0.00	\$1,192.18	0.00%
Capital-Building & Equipment	00030610-600138	\$16,033.75			\$3,963.24	\$12,070.51	24.72%
Library Incentive	18-610-4650-364	\$11,324.11		\$11,324.11	\$5,983.79	\$5,340.32	52.84%
Municipal Equalization	18-610-4650-362	\$7,672.49		\$7,672.49	\$1,000.08	\$6,672.41	13.03%
NRC	18-610-4650-368	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!
Grants total		\$18,996.60		\$18,996.60	\$6,983.87	\$12,012.73	36.76%
State Grant (Earmark for technology)	0365-520000	\$3,628.96			\$0.00	\$3,628.96	0.00%
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				\$310.79	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				\$4,233.22	0.00%
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		\$8,907.94	\$0.00	\$8,907.94	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$0.00	\$0.00	
Materials expenses from PP Income					\$0.00	\$0.00	
Passport Expense-Payroll	018-0610-0269-0-0-0-P	\$0.00				\$0.00	
Passport Program Net:		\$8,907.94		\$8,907.94	\$0.00	\$8,907.94	0.00%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$1,301.02	\$32.40	\$1,333.42	\$1,003.73	\$329.69	75.27%
Fines Balance	018-0610-0261-0-0-0-E	\$278.13	\$32.05	\$310.18	\$0.00	\$310.18	0.00%