

Pembroke Public Library

Trustees Meeting Agenda September 10, 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 August Meeting

Old Business

Curbside and reopening updates

FY21 Budget

Town Meeting re-submissions

Building RFP

Director's Report

Youth Services Report

Reference Librarian Report

Assistant Director's Report

Financial Updates

Building Maintenance

HVAC air handler cleaning

Fire alarm annual inspection done

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-suspending-certain-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: Sep 10, 2020 06:30 PM Eastern Time (US and Canada)

Every month on the Second Thu, until Nov 12, 2020, 3 occurrence(s)

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=Mmk4L2liODRkV1QxK2VkZFlkZ1VwZz09>

Meeting ID: 944 1618 1914

Passcode: 158496

One tap mobile

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

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Dial by your location

+1 301 715 8592 US (Germantown)

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+1 669 900 9128 US (San Jose)

Meeting ID: 944 1618 1914

Passcode: 158496

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

Posted 9-8-20, 9:50AM

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for August 13, 2020

ATTENDING: Kathy Benvie (Assistant Library Director), Mary Beth Courtright, Larissa Curley, Lyn Dionne, 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 6:31 P.M. Larissa read Governor Baker's March 15th order regarding Open Meeting Law and virtual board meetings. The minutes of the July meeting were read. Mary Beth made a motion to accept minutes as written, Lyn seconded, and it was so voted.

OLD BUSINESS: Curbside pickup has been going well. The building maximum of 65 hasn't become an issue, there have been a maximum of 20 patrons inside the building at any one time.

DIRECTOR'S REPORT: The Director's Report for July was read. Passport applications have been one of the areas to suffer most from coronavirus shut downs. Hopefully the library will be able to resume processing applications before too long! Overdrive and Hoopla! numbers have been soaring, as patrons use digital media while staying safe at home.

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

YOUTH SERVICES REPORT: The Youth Services Report for July was read. Melissa held the library's first Digital Escape Room events, which went well. There will be two additional, similar events in August.

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for July was read. Stephanie's two ongoing virtual groups (Book Club and Cookbook Club) have remained popular. The virtual Book Club event for *Writers & Lovers* had 10 lively participants.

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

ASSISTANT DIRECTOR'S REPORT: The Assistant Director's Report for July was read. Library staff spent a lot of time on the phone with patrons in July, coordinating pickup of materials. The library re-opened with limited hours on August 3rd, and the continuation of curbside pickup service and resumption of inter-library loans allowed more patrons to gain access to physical materials.

Carol moved to accept the Assistant Director's Report as written, Lyn seconded, and it was so voted.

FINANCIAL REPORT: The Financial Report for July was reviewed. Discussion on whether or not to utilize Edna Raistrick (Large Print Only) funds. Lyn made a motion to withdraw up to \$1,500 from the fund for a large print standing order, Jill seconded, and it was so voted.

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

MAINTENANCE: Debbie is having mold inspection/cleaning/insulation performed on the library's HVAC system. It is not believed that mold has infiltrated the interior of the ventilation system. Some carpentry plans are in progress, mostly for sill work.

The library has had a few roof leaks. Debbie will have a roofer out soon to patch it.

FOUNDATION NEWS: No news to report.

FRIENDS NEWS: The Friends are planning to host the Book Sale on September 25th, outside in the library's parking lot. Donations had not been accepted for a while, but the library will now begin taking donations again.

NEW BUSINESS: Melissa will be purchasing materials to assist in home learning for the upcoming school year.

Mary Beth provided some updated information on facemask protections and HEPA filters/ventilation.

The next meeting of the Board of Trustees will be held on Thursday, September 10, 2020 at 6:30pm.

Jill moved to adjourn the meeting, Sean seconded. The meeting was adjourned at 7:17 P.M.

Respectfully submitted,

Jillian Taylor
Secretary

**Director's Monthly Report for August 2020
Pembroke Public Library**

Circulation	2017	2018	2019	2020
Adults	6150	6169	6866	3961
YA	502	574	637	300
Children	3645	3840	4816	1921
TOTAL:	10297	10583	12319	6182
Downloads				
Overdrive audiobook	1329	1566	1983	2207
Hoopla	-	-	23	315
Online Resource Usage	1304	485	696	513
Museum passes	91	111	99	27
Patrons registered	83	86	80	32
Non-resident borrowing	1656	2032	2131	1092
Overdrive patron registration	28	23	31	35
Items loaned to other libraries	2138	2342	2555	2547
Item borrowed from other libraries	1705	1921	2051+3	1774
Comcat loaned	18	19	27	0
Comcat borrowed	21	33	33	0
Mobile renewals/holds	46	137	256	505
Passports	-	-	49	12
Visitor Count	-	-	10289	2130

Collections	August 2017	August 2018	August 2019	2020
Items added	586	526	735 in-house/ 45,657 hoopla	575
Items discarded	394	318	101	122
Items marked Missing	11	24	15	45

Events	August 2017	August 2018	August 2019	2020
Adult programs	7	7	10	3
Adult attendees	54	137	85	17
Youth events	20	16	20	3
Youth attendees	888	399	665	13
Summer Fest (all ages)		116	140	No summer fest

Fuller youth services and adult reports are attached.

Computer Use	2017	2018	2019	2020
Internet	853	798	743	108
Juvenile	180	262	232	0
Total	1033	1060	975	108

There has been no meeting room use due to Covid. Last August, the meeting room was used 28 times, the Trustees' Room was used 14, and the history room was not used.

Staff and other news: This summer did not go as planned, of course. There were only 32 adults signed up for summer reading, no in-person promotion or events made a big difference. Lots to rebuild next year! Circulation is half what it was last year but almost twice what it was in July, so that's a plus with the doors open some hours, which happened on August 3rd. People are still finding out that we are open, and we still are offering curbside. People are very happy that we are open, and there has been few issues with masks and other requirements. The chairs are missed and the 30-minute computer limit is challenging. The roof was repaired again, and other maintenance was performed.

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

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Interactive Online Storytimes	0	n/a	n/a
Hogwarts Escape Room (ages 10-13)	1	2	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
Bicycle Safety Puppet Show (ages 4-10)*	1	3	2
Zombie Escape Room (ages 13-18)	1	6	n/a
Kids Program Total	2	5	2
Teen Program Total	1	6	0
TOTALS	3	11	2

August Programs:

- Breaking news! Monthly teen attendance to programs is higher than youth attendance for the first time ever! This is an unprecedented and historical month!
- Bicycle Safety was presented by a representative of AAA. Bob the puppet and Karen were both great fun and got some big smiles and laughs from the kids.
- Zoom Storytimes were held twice, both with registrations being submitted and reminder emails being sent; no attendance on either day.
- Escape Rooms continue to be our most popular event with continual requests for more. Registrations are always higher than actual attendance for these events, however.
- Summer Reading concluded for 2020. A separate report is attached.



Bob the Puppet and Karen (the human)

Other:

- The library won a 3D printer (Sculpto2) from Joann Fabric in a drawing from libraries subscribed to CreativeBug. Cali Cat the calibration cat was successfully printed. Plans for this device are TBD.
- We launched 15 At-Home Education kits featuring items such as Botley the coding robot, a bug discovery kit (featuring real bugs in acrylic), and rainbow counting bears. These are available for patrons to check out for 1 week. The Friends generously funded a majority of these purchases. Plans for expanding the collection will be made as we see what items or topics are the most popular among families.

Looking Toward September:

- More escape rooms! One for kids (fairy tales) and one for teens (secret agent spies).
- Zoom storytimes will proceed as planned through September as people get used to the new schedule and medium. At the end of the month I will reassess if necessary.
- I've sought out and been granted permission from other libraries to promote their virtual events through our calendar and newsletter; many of these same libraries will, in turn, promote our events. This is an effort to provide youth and families more options and opportunities for engagement as our own ability to host programs has been limited.

Summer Reading Report 2020
"Imagine Your Story"
June 29 – August 21, 2020



Participants

Program Name	# of participants	Total Logged Read
1,000 Books Before Kindergarten (babies – pre-K)	18	572 books
Read & Bead (age 3 – grade 6)	82	16,328 minutes
Team Read (grade 6 – 12)	8	1,080 minutes
At-Home BINGO (ages 18+)	32	87 books

Comparisons to previous years

	# of Kids	# of Teens	Total hours & books
Summer Reading 2017	454	97	2664 hr. 40 min. & 95 books
Summer Reading 2018	403	88	3,777 hours + 50 minutes
Summer Reading 2019	500	140	3,566 hours + 25 minutes
Summer Reading 2020	82	8	290 hours + 8 minutes

Program Attendance

	Programs & Events	Child/Teen Attendance	Adult Attendance
Kids Programs	6	74	3
Teen Programs	2	11	n/a
Total (youth)	8 events	85 kids/teens	3 adults
Adult Programs	3	n/a	23
Total (library-wide)	11 events	85 kids/teens	26 adults

Reference Requests (Reference Desk only):

<u>Total requests:</u>	28
General information:	9
Technology:	11
Research:	2
Item requests:	3
Readers' Advisory	2
<u>Passports:</u>	<u>1</u>
In person:	10
Phone:	7
Email:	4
Website forms:	7

In-depth Reference help included:

- Converting a resume and editing it through Google Docs.
- Research into the Lincoln ancestry of a man who lived in Pembroke in the 1700s.
- How to download library eBooks onto a Kindle.
- Navigating the RMV website.
- Looking up someone's voting precinct number.
- Using the scanner and attaching the files to an email.
- Information on voting by mail.

Adult Events:

Total: 3 virtual events with 17 attendees, including:

- Tuesday, August 11th: Book Club, *The Dovekeepers* (Attendance: 8)
- Wednesday, August 12th: Short Stories, Introduction (Attendance: 5)
- Wednesday, August 26th: Short Stories, Classics (Attendance: 4)

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.
- Leading the Zoom 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.
- Organizing drawings for the Adult Summer Reading prizes.
- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms.
- Maintaining all Fiction endcap displays.

Assistant Director's Report for August

August was our first full month of the combined "building open" and "curbside pickup" service model. Many patrons expressed happiness at the news they had the choice of coming in to the building or receiving their items via curbside delivery.

Computers have been in use and Stephanie has used the remote desktop assistant software to help patrons who needed some assistance and coaching. Many museums have opened up their discount pass programs using different methods to adapt to their changed entry requirements. The staff work very hard at keeping our new face out displays full as patrons are removing and checking out the items frequently.

The library staff have continued to embrace the various changes in service and procedures that have arisen over the course of the month. As a whole they quickly adapt to these necessary adjustments as the end goal is always to provide the best possible service for Pembroke Public Library patrons.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2021 WORKSHEET

9/9/2020

		FY21	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$93,465.00			\$18,979.58	\$74,485.42	20.31%
Assistant Director	00016101-510103	\$60,356.00			\$12,256.18	\$48,099.82	20.31%
Full Time Salaries	00016101-510110	\$263,062.00			\$52,578.86	\$210,483.14	19.99%
P-T Pages	00016101-510123	\$15,079.00			\$2,703.76	\$12,375.24	17.93%
P-T Salaries - Aides	00016101-510124	\$133,472.00			\$22,030.43	\$111,441.57	16.51%
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			\$950.00	\$2,296.00	29.27%
Personnel Services		\$582,680.00			\$109,498.81	\$473,181.19	18.79%
Heating Fuel	00016102-521030	\$14,000.00			\$1,267.73	\$12,732.27	9.06%
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			\$1,080.25	\$1,919.75	36.01%
Postage	00016102-534020	\$1,200.00			\$29.35	\$1,170.65	2.45%
Purchase of Services	00016102-538000	\$26,000.00			\$18,278.21	\$7,721.79	70.30%
Facilities/Maint Supplies repairs	00016102-543000	\$2,000.00			\$890.00	\$1,110.00	44.50%
Custodial Supplies	00016102-545000	\$2,000.00			\$978.54	\$1,021.46	48.93%
Library Materials	00016102-558040	\$5,900.00			\$511.24	\$5,388.76	8.67%
Program Supplies	00016102-558050	\$1,200.00			\$0.00	\$1,200.00	0.00%
Technology Supplies	00016102-558090	\$2,000.00			\$2,124.28	(\$124.28)	106.21%
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			\$25,785.50	\$34,014.50	43.12%
Books	00016102-558030	\$90,000.00			\$16,094.57	\$73,905.43	17.88%
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	\$10,983.79	\$340.32	96.99%
Municipal Equalization	18-610-4650-362	\$7,672.49		\$7,672.49	\$6,356.95	\$1,315.54	82.85%
NRC	18-610-4650-368	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!
Grants total		\$18,996.60		\$18,996.60	\$17,340.74	\$1,655.86	91.28%
State Grant (Earmark for technology)	0365-520000	\$3,628.96			\$3,448.66	\$180.30	95.03%
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			\$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	\$385.00	\$9,292.94	\$0.00	\$9,292.94	
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	\$9,292.94	0.00%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$1,301.02	\$2,189.16	\$3,490.18	\$1,617.67	\$1,872.51	46.35%
Fines Balance	018-0610-0261-0-0-0-E	\$278.13	\$223.19	\$501.32	\$0.00	\$501.32	0.00%