

Pembroke Public Library
Trustees Meeting Agenda October 20, 2021 7:00 PM

Location: Library Meeting Room

Search Committee – recommendation for a final candidate interview
Scheduling of interviews
Consideration of change to charge for the Search committee

Minutes of September Meeting

Old Business

Reopening updates
Open Seats-recruitment
Capital needs – update
Staffing challenges pay study

Director's Report
Youth Services Report
Reference Librarian Report
Financial Updates
Building Maintenance
Friends News
Foundation news

New Business

FY 23 Budget
Unsanctioned insertion of flyer in books
Upcoming outreach
Donation in Memory of Ann Dunnington
Reported increasing requests for Study rooms
Offer of a future potential donation of a grand piano

Any unscheduled business following posting of agenda.

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for September 15, 2021

Attending: Carol Watches, Mary Beth Courtright, Sean Fitzpatrick, Larissa Curley, Jill Taylor (by phone), Deborah Wall (Library Director), Kathy Benvie (Assistant Library Director), Melissa McCleary (Youth Services Librarian)

Carol Watches, Chairperson, called the meeting to order at 7:23 PM.

Meeting opened with an update from the search for a new Director. The Search Committee has interviewed 2 candidates at this point with a 3rd scheduled tentatively for the 28th. There have been candidates who were passed on. The interview on the 28th is due to scheduling conflicts with the committee. It was determined that the Board should move to Executive Session to continue the discussion

Larissa moved to move to executive session. Sean seconded. Trustees voted and the meeting was adjourned to executive session at 7:30 PM. Executive session was concluded at 8:00 PM

The minutes of the August meeting were read. Larissa moved to accept meeting minutes from August, Sean seconded, and it was so voted.

Old business: The library is reopening September 17th.

The Board is still looking to fill open seats. No one has been able to recruit anyone for the open seat. A recruitment notice will be posted on the website. Deb is looking into whether there is a form for any interested applicant to fill out.

Capital Needs: Deb submitted a detailed list, was told late she needed to submit all requests with prices by Friday. She went through for things prices that were already known. New plungers \$3600, New carpet in the children's section \$18,000. Book drops for 2: \$11,000. Those are the three items that were submitted to Town Hall, waiting to see if they are on the warrant.

Director's Report: The Director's Report was read. There is an update to the computer use section as the numbers were off, Deb will update. We have seen an increase in passports. Deb's retirement letter was included in the report and was officially read. Mary Beth motioned to accept, Larissa seconded and it was so voted.

Youth services: Teen volunteer capacity will be reached. Melissa will be put in charge of the library social media pages (this was mentioned not part of the YS official report). Larissa moved to accept, Mary Beth seconded, and it was so voted.

Reference Librarian's report: We are dropping Tooda.com. Trying to get NY Times. This requires an update to the Comcast line due to a need for a static IP. Comcast updated without telling anyone so internet was dropped for part of the day (9/15). Should be working now, but WiFi may still be affected. Sean moved to accept, Jill seconded and it was so voted.

Financial report: Unable to see the salary numbers. Town Hall did not provide the correct information. Passport money increased substantially. Did not put the money in for the sidewalk that was voted at town meeting. That is not technically ours to spend as it is part of the project. Public copier we have had

for 6 years needs repairs and according to the vendor told not worth it. All town buildings are getting away from these. A lease for 2 machines (internal use and public use) has been signed with Kiosara. We need to ask for more money next year in the budget for the purchase and services for the leases (\$200/month). Also need money for an increase in the Comcast bill (\$40). Kiosara will provide money to cover the new machine and take the old one away. This was just signed today. Mary Beth moved to accept, Larissa seconded and it was so voted.

Maintenance: The carpet needs to be washed. This is being delayed until we have the new director because it is better to clean after the heat is on. The roofing company was called regarding loose shingles. A tree company (Nukeem) was called regarding a tree in the back that lost a large branch. They are coming out on the 28th to look at the tree for possible removal.

Friends News: will have the basket raffle starting 10/2, running until Halloween. Tried to get them to do a book sale too, but they will likely be done as separate events, starting the week after. Some movement on the Friends, with the chair possibly stepping down. A membership push is ongoing.

Foundation News: New members have joined. Bob met with the accountant, and they are officially a charity again.

New Business: We have lost multiple people over time to a neighboring library. They have more opportunities to recruit people. Town manager is working on a wage study but has not talked to Deb yet. Article to raise wages may be on warrant. Developing a position in the young adult dept that could be about 25-30 hours a week, which could really be beneficial for the dept, but needs to be fairly compensated and benefited. Carol will send out the resume for the Director candidate to be interviewed. Carol asked trustees to consider what we would consider success. We need to review language in contract regarding the one year probationary period in a 3 year contract.

We will not have a director by 10/1, so Kathy will need to be the interim director starting 10/2 until such time as it is filled. Sean motioned, Larissa seconded, and it was so voted.

Motion to move meeting day of the week to the 2nd Wed each month. Mary Beth motioned, Larissa seconded, and it was so voted. Meetings will now be on Wednesday.

Sean moved to adjourn, Mary Beth seconded. The meeting was adjourned at 8:48.

Respectfully submitted,

Sean Fitzpatrick

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Special Meeting Minutes for October 2, 2021: Interview of Library Director Candidate

ATTENDING: Kathy Benvie (Interim Library Director), Mary Beth Courtright, Larissa Curley, Stephanie McBain (Reference Librarian), Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick, Jill Taylor, and Carol Watches.

Carol Watches, Chairperson, called the special meeting to order at 2:24 P.M.

NEW BUSINESS: Discussion regarding order of candidate interview questions.

Library Director Candidate, Karen L. O'Brien, joined the meeting at 2:58 P.M and was officially welcomed by Carol. Trustees and staff introduced themselves and the interview was held. The Candidate was thanked for her time and departed the meeting at 3:55 P.M.

Jill made a motion to move the meeting to Executive Session, Sean seconded and it was so voted, unanimously (roll call). Melissa and Stephanie departed the meeting and Kathy remained in Executive Session with the Board, departing at 4:14 P.M.

Mary Beth moved to adjourn Executive Session and the special meeting, Larissa seconded. The meeting was adjourned at 4:53 P.M.

The next meeting of the Board of Trustees will be held on Wednesday, October 20, 2021 at 6:30pm.

Respectfully submitted,

Jillian Taylor
Secretary

Director's Monthly Report September 2021
Pembroke Public Library

Circulation :	2018	2019	2020	2021
Adults	5659	5773	4352	4199
YA	757	429	297	353
Children	4636	4110	2984	3506
TOTAL:	11052	10312	7633	8058
Overdrive	1525	1724	2035	1976
hoopla	-	38	284	231
Online resources usage	1691	896	495	259
Museum Passses	44	39	27	37
Patrons registered	55	46	26	47
Mobile renewals/holds	75	307	19	476
Non-resident borrowing	2142	2027	601	1758
Online patron registration	29	9	1	18
Items loaned to other libraries	2356	2562	2649	1953
Item borrowed from other libraries	1716	1784	1924	1451
Comcat loaned	29	24	5	4
Comcat borrowed	24	47+1	0	34
Passports	--	39	21	54
Visitor Count	-	8198	2418	5803

Collections	September 2018	September 2019	September 2020	September 2021
Items added	526	1624 (687 in house, 937 hoopla)	662	484
Items discarded	291	574	1079	225
Items marked Missing	10	17	17	26

Events	September 2018	September 2019	September 2020	September 2021
Adult programs	13	14	2	10
Adult attendees	119	114	16	81
Youth events	28	22	2	10
Youth attendees	1100	1006	4	184

The full Youth Services and adult reference reports are attached.

Computer Use	2018	2019	2020	2021
Internet not inc. WIFI	653	685	122	280
Juvenile	166	168	0	101
Total	819	854	122	381

The meeting room was used 34 times and the Trustees Room was used 10 times, last year there was no meeting room use due to *Covid*.

Staff and other news:

Three new Aides are onboard and are great additions to our wonderful staff. RFID tagging was completed, with the exception of a few items being returned that we are catching on their way in and tagging at that point.

Youth Services Report to the Trustees: September 2021
 Submitted October 6, 2021 by Melissa McCleary

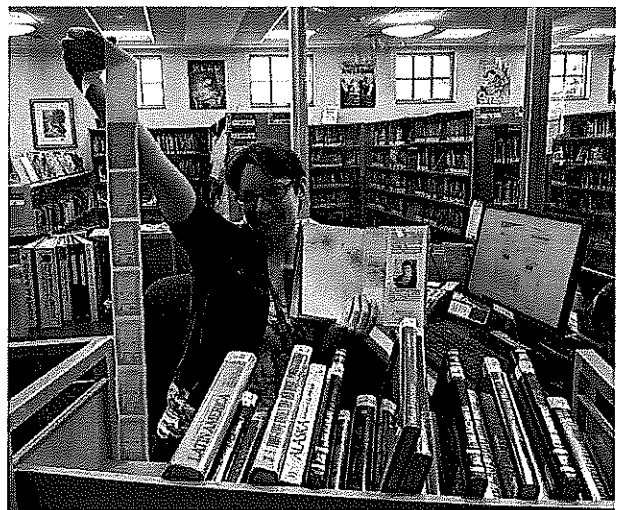
Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime (ages 2 - 5)	7	94	78
Puppy Dog Tales	1	6	6
Perler Bead Craft (ages 6 - 12)	1	5	4
Perler Bead Craft (ages 12 - 18) - Cancelled	n/a	n/a	n/a
Scavenger Hunt, Write the Rhyme	1 (passive)	79	n/a
<i>Pre-K Program (ages 0-5) Total</i>	7	94	78
<i>Kids Program (ages 6-11) Total</i>	3	11	10
<i>Teen Program (ages 12-18) Total</i>	n/a	n/a	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	10	184	88
Number of Volunteers	4 adults + 5 teens = 9 volunteers		
Volunteer Hours	4 adult hours + 9 teen hours = 13 hours		

September Program Highlights:

--As you'll see above, we cancelled our teen craft program due to low registration. We'll be trying something new in October (see below).
 --Our volunteers, kids, and caregivers were all thrilled to see the return of Puppy Dog Tales.

Other:

--RFID project was completed and a Kodak moment was seized in the children's department.
 --Back to school also means back to projects so we've seen a variety of topic requests over the last few weeks. The Genre Project has also begun in grade 5 and 6; genre lists will continue to be updated to showcase new and diverse authors alongside familiar favorites.



Miss Melissa poses with the final book to be tagged in our library collection.

Looking Toward October & Beyond:

--To help encourage teen participation in the library activities I'm opting to offer a passive craft in the YA Lounge through the month of October. This will be promoted through all our usual outlets.
 --Local author Erin Petti will visit for a writing workshop.

Reference Requests (Reference Desk only):

Total requests:	16
General information:	1
Technology:	9
Research:	3
Item requests:	1
Readers' Advisory:	1
Passports:	1
In person:	11
Phone:	1
Email:	2
Website forms:	2

In-depth Reference help included:

- Using DocuSign to submit forms online.
- Setting up a Gmail account on a Kindle.
- Getting familiar with using a new laptop.
- Finding journal articles using the Boston Public Library databases.
- Using Blackboard to submit coursework online.
- Deleting a Google account.

Adult Events:

Total: 10 events with 81 attendees, including:

- Tuesday, September 7th: Book Club, *This Tender Land* (Attendance: 12)
- Monday, September 13th: Movie Matinee, *News of the World* (Attendance: 7)
- Tuesday, September 14th: Musical Baseball Show with Howie Newman (Attendance: 2)
- Monday, September 20th: Movie Matinee, *Emma* (Attendance: 10)
- Monday, September 27th: Movie Matinee, *Land* (Attendance: 6)
- Monday, September 27th: "Coyote Continent" with Bob Michelson (Attendance: 8)
- Wednesdays September 8th, 15th, 22nd, and 29th: Yoga (4 events, total attendance: 36)

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.
- 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 54 applications this month.
- Maintaining Fiction endcap displays.
- Submitting cataloging forms and creating item cards for the Library of Things.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2022 WORKSHEET

10/16/2021

		FY21	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$96,288.00			\$27,603.79	\$68,684.21	28.67%
Assistant Director	00016101-510103	\$62,179.00			\$15,961.76	\$46,217.24	25.67%
Full Time Salaries	00016101-510110	\$262,109.00			\$80,081.93	\$182,027.07	30.55%
P-T Pages	00016101-510123	\$17,668.00			\$5,044.50	\$12,623.50	28.55%
P-T Salaries - Aldes	00016101-510124	\$142,410.00			\$41,113.67	\$101,296.33	28.87%
Sunday Opening hours	00016101-510138	\$13,000.00			\$20.70	\$12,979.30	0.16%
Emergency Shelter Staffing	00016101-510139	\$1,000.00			\$0.00	\$1,000.00	0.00%
Longevity	00016101-510140	\$2,150.00			\$1,750.00	\$400.00	81.40%
Personnel Services		\$596,804.00			\$171,576.35	\$425,227.65	28.75%
Heating Fuel	00016102-521030	\$13,000.00			\$1,882.08	\$11,117.92	14.48%
Water	00016102-523000	\$400.00			\$0.00	\$400.00	0.00%
Office Equipment	00016102-524046	\$800.00			\$0.00	\$800.00	0.00%
Telecom	00016102-534000	\$5,000.00			\$1,428.41	\$3,571.59	28.57%
Postage	00016102-534020	\$800.00			\$156.57	\$643.43	19.57%
Purchase of Services	00016102-538000	\$28,600.00			\$5,763.45	\$22,836.55	20.15%
Facilities/Maint Supplies repairs	00016102-543000	\$2,500.00			\$0.00	\$2,500.00	0.00%
Custodial Supplies	00016102-545000	\$3,600.00			\$1,167.03	\$2,432.97	32.42%
Library Materials	00016102-558040	\$6,000.00			\$2,205.06	\$3,794.94	36.75%
Program Supplies	00016102-558050	\$2,000.00			\$1,954.05	\$45.95	97.70%
Technology Supplies	00016102-558090	\$2,000.00			\$1,228.16	\$771.84	61.41%
Travel	00016102-571100	\$800.00			\$0.00	\$800.00	0.00%
Dues	00016102-57310	\$400.00			\$0.00	\$400.00	0.00%
General Expense		\$65,900.00			\$15,784.81	\$50,115.19	23.95%
Books	00016102-558030	\$90,000.00			\$29,106.12	\$60,893.88	32.34%
Capital-painting	00030610-600134	\$1,192.18			\$550.00	\$642.18	46.13%
Capital-Building & Equipment	00030610-600138	\$15,953.76			\$0.00	\$15,953.76	0.00%
Capital-Technology Equipment	00030610-600171	\$10,000.00			\$0.00	\$10,000.00	0.00%
Library Incentive	18-610-4650-364	\$17,387.64			\$10,000.00	\$7,387.64	57.51%
Municipal Equalization	18-610-4650-362	\$11,088.31			\$6,567.84	\$4,520.47	59.23%
NRC	18-610-4650-368	\$1,696.88			\$0.00	\$1,696.88	0.00%
Grants total		\$30,172.83			\$16,567.84	\$13,604.99	54.91%
Allison Darling (75% INT. YA books)	All as of 6/30/21	\$11,891.06				\$11,891.06	0.00%
Library Building Fund		\$319.55				\$319.55	0.00%
Center Library Trust Fund (any use)		\$5,301.60				\$5,301.60	0.00%
Center Library Trust Fund		\$20,962.04				\$20,962.04	0.00%
Della Chiesa (books only)		\$10,689.89				\$10,689.89	0.00%
Edna Raistrick (large print only)		\$4,233.22				\$4,233.22	0.00%
Irene Smith (Interest only-YA ref. and non.)		\$9,878.85				\$9,878.85	0.00%
Trusts Total		\$63,276.21				\$63,276.21	0.00%
Passport Program Revenue	018-0610-0269-0-0-0-R	\$19,992.57	\$12,180.00	\$32,172.57	\$0.00	\$32,172.57	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$1,240.03	(\$1,240.03)	
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:		\$19,992.57	\$10,430.00	\$30,422.57	\$1,240.03	\$30,932.54	4.08%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$2,502.70	\$2,210.08	\$4,712.78	\$2,090.62	\$2,622.16	44.36%
Fines Balance	018-0610-0261-0-0-0-E	\$494.49	1033,59	\$494.49	\$131.75	\$362.74	26.64%