



Pembroke Public Library  
Trustees Meeting Agenda

**November 16, 2022 at 7:00 PM**  
**Trustees' Room**

**MINUTES OF PREVIOUS MEETING(S)**

**FOUNDATION NEWS:**

Status of new equipment and kick-off

Review of goals

Fundraising

Commitment by the Trustees to allow naming rights of a building addition for a major donor

Design/uses of an addition

Needs of the library that the Foundation should consider funding

**OLD BUSINESS:**

Meeting Room update

Recognition of former Trustee, Lyn Dionne

**NEW BUSINESS:**

Staff job descriptions and performance reviews

Capital planning

Building update

State Aid

December holiday closings

Consideration for a date change for December Trustees meeting

Director's update

ALA job listing

Any unscheduled business following the posting of the agenda



## **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for September 21, 2022*

**ATTENDING:** Stephanie Ciciotti, Mary Beth Courtright, Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick (Chair), Jill Taylor, Marcie Walsh-O'Connor (Director), and Carol Watches.

Sean Fitzpatrick, Chair, called the meeting to order at 7:03 P.M.

**MINUTES OF PREVIOUS MEETING:** The minutes of the August meeting were read. Carol moved to accept the minutes, as written. Mary Beth seconded and it was so voted.

**DIRECTOR'S REPORT:** The Director's Report for August was read. Marcie continues to be impressed by the staff. Online resource usage is increasing. The company who replaces the parking lot lights was out last week and plans to replace the lights. Passport applications remain at a high volume. Jill moved to accept the August Director's Report, as written. Carol seconded and it was so voted.

**YOUTH SERVICES REPORT:** The Youth Services Report for August was read. Programs were well-attended and Summer Reading banked a ton of reading hours. Three students, alone, logged over 100 hours each! It's awesome to see such an improvement in Summer Reading and program attendance; it's starting to rival pre-Pandemic numbers. Carol moved to accept the August Youth Services Report, as written. Stephanie seconded and it was so voted.

**REFERENCE/ADULT SERVICES REPORT:** The Reference/Adult Services Report for August was read. There were a total of 39 requests in August, including 23 in person requests. Attendance for the Movie Matinees and Knitting are holding steady. This month's Book Club title, *Death at Greenway*, was attended by 11 patrons. Carol moved to accept the August Reference/Adult Services Report, as written. Mary Beth seconded and it was so voted.

**FINANCIAL REPORT:** The water faucet capital line was expended. Mary Beth moved to accept the August Financial Report, as printed. Jill seconded and it was so voted.

*Status of request for Trustees to receive year-end revolving/Trust fund reports* – Jill will attempt to track down more information.

**OLD BUSINESS:** *Trustee Conflict of Interest training* – Sean and Larissa have returned their completion certificates to Town Hall; all Trustees are currently up to date on this training.

*Staff Chairs* – They have received payment and are currently building the chairs.

*Foundation Update* – Melissa submitted a movie to the Foundation, explaining the need for more space in the Youth Services section of the building. Marcie suggested assistive/adaptive devices for possible smaller-budget options. The Foundation would like to meet next month.

*Meeting Room Update* – The electrician has completed work and PACTV is still working on the technology. They will train all interested staff on the new equipment.

*Recognition of Lyn Dionne, former Trustee* – The Trustees were presented with book options to purchase in memory of former Trustee, Lyn Dionne. Memorial book plates will be adhered to the inside covers of several books selected by the Trustees. Discussion of which titles will be purchased in memory of Lyn. The Trustees decided to purchase all of the titles Melissa was kind enough to put together.

*Water Faucets* – The faucets have been installed and work beautifully.

*Book Drops* – The book drops have been installed. They are larger than the previous book drops, and look wonderful next to the green main entry door.

*Director Evaluation (Staff Survey)* – The Trustees reviewed the revised Evaluation form. Melissa suggested reversing the order of the scale numbers (rather than 1 being for “always”, 1 would be for “never”). Jill will distribute the surveys to staff, ASAP. Stephanie made a motion to accept the amended form, Carol seconded, and it was so voted.

*ARIS and Financial Report Completed* – ARIS has been completed and Sean has signed. It’s due in October, so it will be submitted in plenty of time. The company who runs the software was a victim of a ransomware attack, but Marcie had already completed the ARIS for our library. Marcie completed the Financial Report as soon as the software was accessible again.

**NEW BUSINESS:** *Staff Job Descriptions and Performance Reviews* – Marcie has updated the job descriptions for each library staff role, to bring them in line with what their job duties actually are. The Trustees were given copies of the new job descriptions; staff will also be given copies of the updated versions (prior to their respective performance reviews). Mary Beth objected to staff being evaluated based on a new job description, rather than being evaluated on the previous version. Marcie explained that most of the staff is already performing the duties outlined on the updated version, so it won’t be unreasonable to evaluate them based on the updated criteria. Mary Beth explained that she works for the state and objects to having staff evaluated on criteria they hadn’t yet been made aware of.

*Collection Development Policy* – Melissa and Stephanie developed a Collection Development Policy for Trustees to review. Carol moved to accept the updated Policy, Jill seconded, and it was voted.

**UNSCHEDULED BUSINESS:** Sean and Jill are both unable to attend what would be the scheduled monthly meeting on 10/19; Jill requested a date change for the next meeting.

Mary Beth would like the light at the entrance to the library (on Center Street) replaced. She suggested the Trustees subscribe to “United for Libraries”.

The next Trustee meeting date is scheduled for Wednesday, October 26, 2022 at 7:00 P.M.

Jill moved to adjourn, Mary Beth seconded; the meeting was adjourned at 8:02 P.M.

Respectfully submitted,

Jillian Taylor, Secretary

**Director's Monthly Report September 2022**  
**Pembroke Public Library**

<b>Circulation</b>	<b>Sept 2019</b>	<b>Sept 2020</b>	<b>Sept 2021</b>	<b>Aug 2022</b>	<b>Sept 2022</b>
Adults	5773	4352	4199	4727	4153
YA	429	297	353	504	359
Children	4110	2984	3506	5197	4275
<b>Total:</b>	10312	7633	8058	10428	8787
Overdrive total:	1724	2035	1976	2879	2938
Hoopla total:	38	284	231	318	302
Kanopy total:				46	85
NY Times total:				25	21
Online resources Usage	896	495	545	427	617
Museum Passes	39	27	37	28	32
Patrons registered	46	26	47	99	102
Mobile holds/renewals	307	19	476	585	583
Non-resident borrowing	2027	601	1758	3005	4284
Online patron registration	9	1	18	44	32
Items loaned to other libraries	2562	2649	1953	4142	6260
Item borrowed from other libraries	1784	1924	1451	3020	4455
ComCat loaned	24	5	4	12	11
ComCat borrowed	47+1	0	34	34 6 PTP	21 7PTP
Passports	39	21	54	121	72
Visitor Count	8198	2418	5803	6640	5204

<b>Collections</b>	<b>Sept 2019</b>	<b>Sept 2020</b>	<b>Sept 2021</b>	<b>Aug 2022</b>	<b>Sept 2022</b>
Items added	687 inhouse 937 hoopla	662	484	689	509
Items discarded	574	1079	225	1389	381
Items marked Missing	17	17	26	56	26

<b>Events</b>	<b>Sept 2019</b>	<b>Sept 2020</b>	<b>Sept 2021</b>	<b>Aug 2022</b>	<b>Sept 2022</b>
Adult programs	14	2	10	14	16
Adult attendees	114	16	81	98	114
Youth events	22	2	10	21	15
Youth attendees	1006	4	272	732	416

*The full Youth Services and adult reference reports are attached.*

<b>Computer Use</b>	<b>Sept 2019</b>	<b>Sept 2020</b>	<b>Sept 2021</b>	<b>Aug 2022</b>	<b>Sept 2022</b>
Internet	685	122	280	309	278
Juvenile	168	0	101	309	224
Total	854	122	381	618	502

**Staff and other news:**

September brought us a new aide and two new pages. I am very excited to be fully staffed. The statistics are trending in the right direction. I am pleased with our staff for it makes my job so much easier.

Youth Services Report to the Trustees: September 2022  
 Submitted October 12, 2022 by Melissa McCleary

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime (ages 2 – 5)	5	117	88
Playtime (ages 1 – 5)	2	38	25
Baby Lapsit (ages 0 – 2)	2	20	20
Music Makers with Ms. Bethany (ages 0 – 2)	1	19	16
LEGO Club	1	12	7
Puppy Dog Tales	1	7	6
Scavenger Hunt: Monster Teeth	1 (passive)	164	n/a
Anime Club: Totoro (ages 11 – 15)	1	6	n/a
Teen Take & Make: Sea Life Keychains (ages 12 – 18)	1 (passive)	33	
<b>AGE GROUP TOTALS</b>	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	<i>10</i>	<i>194</i>	<i>149</i>
<i>Kids Program (ages 6-11) Total</i>	<i>3</i>	<i>183</i>	<i>13</i>
<i>Teen Program (ages 12-18) Total</i>	<i>2</i>	<i>39</i>	<i>n/a</i>
<i>General Audience (all ages) Total</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
<b>TOTALS</b>	<b>15</b>	<b>416</b>	<b>162</b>
Number of Volunteers	2 adults + 5 teens = <b>7 volunteers</b>		
Volunteer Hours	2 adult hrs + 14 teen hrs = <b>16 hours</b>		

**September Program Highlights:**

--Teen Anime Club launched this month, run by Library Aide Miss Kiki; we expect the group to steadily grow over the school year.

**Other:**

--Designed new PPL brochure.

--Created short video for Foundation donor regarding the potential expansion of the Library. The video reviewed what we've done with our available space, what our limitations are, and what we hope to do with an expansion.

--Updated several website pages to reflect recent space/policy changes including Borrowing an Item (previously Renewing an Item), Library Services, FAQ, and many more. Also created a unique book-themed 404 page.

--Updated all Homework Resource pages on website to include our new "Anchor" feature; this allows patrons to click on a category title and be automatically scrolled down to the correct location on the same page.

**Looking Forward:**

--The Library's annual BOO-tacular is back this October! This will be the first time we've hosted the event since 2019 and we hope for a large crowd. The library is also pairing with the Council on Aging this year to offer kids more activities and trick-or-treat opportunities.

--Beginning in November, Baby Lapsit will be back to a weekly program due to popular demand.

## Reference Requests (Reference Desk only):

<b><u>Total requests:</u></b>	<b>24</b>
General information:	3
Technology:	9
Research:	4
Item requests:	4
<u>Passports:</u>	<u>4</u>
In person:	15
Phone:	2
Email:	5
Website forms:	2

## In-depth Reference help included:

- Getting started using the Libby app.
- Locating the yearbook photo of a soldier killed in action in WWII.
- Setting up a Western Union app and account on a phone.
- Locating an article from several years ago on the *New York Times* online.
- Downloading photos from email to a Kindle.
- Updating apps and resetting passwords on a new phone.

## Adult Events:

### **Total: 16 events with 114 attendees, including:**

- Tuesday, September 6<sup>th</sup>: Book Club, *Cloud Cuckoo Land* (Attendance: 12)
- Monday, September 12<sup>th</sup>: Movie Matinee, *India Sweets and Spices* (Attendance: 7)
- Monday, September 19<sup>th</sup>: Movie Matinee, *Mr. Malcolm's List* (Attendance: 5)
- Thursday, September 22<sup>nd</sup>: "Love, Hope, and Connection Through Song" with Dave Kelly (Attendance: 7)
- Monday, September 26<sup>th</sup>: Movie Matinee, *Elvis* (Attendance: 14)
- Tuesday, September 27<sup>th</sup>: "Raising the Dead: Finding Clues to Ancestors from Headstones, Family Plots, and Burial Records" with David Allen Lambert (Attendance: 10)
- Tuesdays September 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>: Knitting (4 events, total attendance: 25)
- Wednesdays September 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>: Yoga (4 events, total attendance: 25)
- Wednesdays September 21<sup>st</sup> and 28<sup>th</sup>: Rug Hooking for Beginners with Carol Smith (2 events, total attendance: 9)

## Projects included:

- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 72 applications this month.
- Ordering Adult books, AV materials, and eBooks and audiobooks for our library collection, as well as eBooks and audiobooks for the SAILS network OverDrive collection.
- Planning all Adult events; creating flyers and publicity blurbs; updating the website and EventKeeper; and publicizing on social media.
- Compiling and publishing the monthly Pembroke Public Library newsletter, and checking the daily LibraryAware-generated genre newsletters to make sure all books listed are available in the SAILS network.
- Leading the Book Club meeting and getting books for club members.
- Answering all submissions from the "ask a question" form on the website.
- Creating and maintaining Adult book displays.

- Weeding the Fiction collection.
- Working with the Council on Aging to prepare for the Words on Wheels program, including creating an application form.
- Helping update the library's Collection Development Policy.
- Attending the September SAILS OverDrive Committee meeting and helping edit/update the network's Digital Content Collection Policy.