



Pembroke Public Library
Trustees Meeting Agenda
February 21, 2024 at 7:00 PM

Trustees' Room

This meeting may also be attended virtually (via Zoom platform).

<https://us06web.zoom.us/j/88941180267>

Meeting ID: 889 4118 0267

Friends news

Foundation news

MINUTES OF PREVIOUS MEETING:

January 17, 2024

REPORTS:

January Youth Services Report
January Adults/Reference Report
January Director's Report
Financials

OLD BUSINESS:

Building updates
Revised Library Use Policy
FY 25 Budget
Director search

NEW BUSINESS:

Director Job Description and Posting
Major Challenges Facing our Library worksheets
Next steps Director search
Upcoming events

Any unscheduled business following the posting of the agenda



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for January 17, 2024

ATTENDING: Kathy Benvie (Director), Sean Fitzpatrick (Chair) Larissa Curley, Stephanie Ciccotti, Carol Watches, Mary Beth Courtright, Linda MacDonald, and Stephanie McBain.

Sean Fitzpatrick , chair, called the meeting to order at 7:04 P.M.

Please note this meeting is being made available to the public through an audio recording which will be used to ensure an accurate record of proceedings produced in the minutes of the meeting. All comments made in open session will be recorded.

FRIENDS NEWS: Kathy attended the Friends meeting this month they are organizing, and getting a news letter published as well. Kathy requested for support by the Friends group to insert an ad in the Pembroke Middle School yearbook and Friends willingly agreed to that. This is a great age group to promote summer reading.

FOUNDATION NEWS: Bob DeMarzo and Steve Curley appeared before the select board at a meeting to present a gift to the Pembroke Public Library which they will be funding. Noise cancelling headphones and also a set up for an adaptable computer. Kathy shopped for components for people with challenges so they can use the computers.

MINUTES FROM THE PREVIOUS MEETING: December 20, 2023. Stephanie questioned a spelling on a name and Kathy will make sure that it is the correct spelling. Mary Beth also had some points of views. Under old business, dollar signs should be put before an amount. Under New Business: The Trustees will be used instead of Trustee. Updated meeting room policy only single person use for the Trustee room. Kathy explained how the single person use is implemented. Mary Beth was not at the previous meeting so she clarified some of the wording so the public reading the minutes can understand. Under Trustee contact information email one word. Puppy Dog Tails corrected. Melissa's name should be put in instead of MM. Larissa made a motion to accept the amended changes for the minutes from the December 20, 2023 meeting, and Stephanie C. seconded and so it was voted.

DECEMBER 2023 YOUTH SERVICES REPORT: Marketing 101 sounded very interesting Stephanie C. mentioned. Stephanie C. made a motion to accept the December 2023 Youth Services Report, Mary Beth seconded the motion and so it was voted.

NOVEMBER ADULTS/REFERENCE REPORT 2023: We brought this back to update statistics in this report. Stephanie C. made a motion to accept the amended November Adults Reference Report 2023, Linda M. seconded, and so it was voted.

DECEMBER ADULTS/REFERENCE REPORT: Great having Peter so we are fully staffed. Mary Beth motioned to accept the December Adults/Reference Report, Stephanie C. seconded the motion, and so it was voted.

NOVEMBER DIRECTOR'S REPORT 2023: Kathy says we corrected the adult stats on this report. Mary Beth questioned what is a roll off? Kathy explained it is a dumpster that is dropped off and rolled off from the back of the truck. Stephanie C. made a motion to accept the amended November Director's report, Mary Beth seconded, and so it was voted.

DECEMBER DIRECTOR'S REPORT 2023: Working for a solution on the SAILS App. Kathy says they are working on the software and it will get done as soon as possible. Stephanie C. made a motion to accept the December Director's Report 2023, Larissa seconded, and so it was voted.

FINANCIALS: Kathy says that the purchase of services and building repairs is almost at 100%. Everything else is really where it should be at this time. Stephanie C. made a motion to accept the Financials, Linda seconded and so it was voted.

OLD BUSINESS: Building Updates: Heating system having issues with roof top unit. Technician discovered we have 4 heating units that need to be worked on. Meeting room temperature went down to 58 degrees. Kathy said we lost part of the water heating system as well and that was repaired. We had air in the system when the air was purged through the system the faucets ran to get the air out and we found a leaking sink. We are being challenged with snow removal. There are some icy patches and Kathy brought it to the Town Manager's attention. Kathy would like the Trustees support closing the Pembroke Public Library if there are conditions that are unsafe to the public. The DPW is down in staff they are doing their job but it is challenging for them at this time. Kathy will keep us updated.

2023 YEAR IN REVIEW: Sheet was passed out. Melissa did a lovely infographic. One page with our library statistics. Very nicely done. Many people coming through the door. A great year.

REVISED LIBRARY USE POLICY: A situation where an automatic email to a patron issued about an item that was going to be due. The patron became defensive and responded with profanity. So changing section number four in the Library Policy. Kathy took the wording for harassment and added abusive language, behavior, over the phone, via email or social media. The patron will be barred. Barring keeps their card from being used. For barring to be removed the will need to speak with the Library Director. Mary Beth pointed out some wording that was corrected.

TRUSTEES CONFLICT OF INTEREST TRAININGS: Paper passed out by Kathy and those who need training are highlighted. Instruction are given on how to proceed with the training.

TRUSTEES CONTACT INFORMATION SHEET: Kathy said this is a great document to have and corrected some typographical errors.

FY 25 BUDGET: All departments will need to come up with a 5% cut on the fiscal 25 budget. Kathy has been working on final piece that is due. Roof has to be done. Roof top units need to be repaired. Included in capital requests are exterior doors and main entry doors. The doors are still operational, but very heavy and can not be adjusted anymore and are not energy efficient. These are the original doors. Heating overlay system Kathy stated it takes 11 steps to get into the heating/ cooling system. The 5% cut would include the library being closed on Sundays. For Saturday a proposal will be made to open from 9-2. Cuts would also involve 1/3 of our programming budget. Aides staffing may need to be cut as well. There are ways to cut the library budget, Kathy is working on these cuts. Talked about waivers and state aid. We would be behind if we do not get a waiver as we would cut \$40,000 from our budget and would lose \$44,000 in state aid. Sean stated that it is really an \$85,000 cut when you add up the numbers. The state has budget concerns. We have many reasons why the library budget should not be cut.

UPCOMING EVENTS: In addition to our regular offerings of: Baby Lapsit, Storytimes, Puppy dog tales, Yoga, Movies, Genealogy, Book club, Mystery Book Club, Anime club & Lego Club, upcoming we have:

1/24 at 3:30 P.M. January Poet Laureate Webinar Series: Ada Limon

STEM Playgroup (ages 3-5) STEM Playgroup sessions feature Science, Technology, Engineering, & Math-based play for preschoolers ages 3-5. The Playgroup will meet Mondays on the following dates: January 8, January 22, January 29, February 5, and February 12.

TRUSTEE SUPPORT 2/15 at 6:30 P.M. Date changed to 2/7 Wednesday at 6:30 P.M. No-Good Dirty Rats, Femme Fatales, and Tough Guys: The Gangster Picture and Film Noir Come join Frank Mendosa as he gives a fascinating retrospective talk on the history and context of the gangster picture and film noir. His talk includes interactive trivia questions, photo displays, and free handouts for the attendees, as well as free raffle for a chance to win movie-themed door prizes.

2/20 at 1:30 Magic Nuudles (STEM for ages 5-10)

2/21 at 3:30 Focus on Lyrics Webinar 1: From Folk Revival to Joni

2/28 at 3:30 Focus on Lyrics Webinar 2: From Folk Revival to Joni

DIRECTOR SEARCH: A starting salary has been determined for the hiring of the Library Director depending on qualifications and experience. The amount is \$80,729. Kathy is pleased to have a number so that we can start the process of posting and job position. A draft job posting and job description written up by Kathy and one by Stephanie C. for the library directors search was reviewed by the Trustees. The Trustees decided to appoint two Trustees to spearhead the description of the posting for library director. Stephanie C. and Mary Beth C. will finalize the wording of the job description that will be posted. Next meeting final edits can be made. Good news we received our first half of state aid in the amount of \$22,090.69.

UNSCHEDULED BUSINESS: Sean Fitzpatrick is resigning from his Chair position as of February 1, 2024. This will leave a one year seat opening in May for a Library Trustees position. Carol Watches will not be pulling papers for Library Trustee . Her 3 year seat will end in May.

Next Trustees meeting is February 21, 2024 at 7:00 P.M.

Mary Beth made a motion to adjourn the meeting, Larissa seconded, the meeting was adjourned at 8:38 P.M.

Respectfully submitted,
Linda MacDonald
Secretary

Youth Services Report to the Trustees: January 2024

Submitted February 6, 2024 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	7	162	141
Baby Lapsit (ages 0 – 2)	4	72	69
STEM Playgroup with South Shore Family Network (ages 3 – 5)	3	44	34
CNK Preschool Visit (off-site)	2	39	6
LEGO Club	1	17	8
Puppy Dog Tales	1	7	5
Chess Club	1	3	3
Scavenger Hunt: Narwhal Shapes	1 (passive)	339	n/a
Bryantville 1st Grade Visit (off-site)	3	69	4
NPES 1st Grade Visit (off-site)	4	62	5
Teen Anime Club (ages 11 – 15)	1	5	n/a
Take & Make: Color-Your-Own Poster (ages 12 – 18)	1 (passive)	60	n/a
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	16	317	250
<i>Kids Program (ages 6-11) Total</i>	11	497	25
<i>Teen Program (ages 12-18) Total</i>	2	65	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	29	879	275
Number of Volunteers	4 adult volunteers		
Volunteer Hours	4 volunteer hours		

Featured Upcoming Events:

Chess Club on Wednesday, March 20 from 4:00pm-5:00pm – Youth and families can learn and play chess!

Teen Puzzle Race on Tuesday, March 26 from 4:00pm-5:00pm – Teens (ages 13-18) will race against the clock and other builders as they work to complete 100-piece puzzles. Prizes will be awarded to winners and runners-up!

Other:

--Completed weeding project in Juvenile Nonfiction.

–Began weeding project in Parent/Teacher (PT) collection and Juvenile Biography to make space for new Phonics kits, put together via collaboration with an Early Lit Specialist at the elementary schools.

January 2024 Reference/Adult Services Report

Peter Santore
02/09/2024

Reference Requests (Reference Desk only):

Total requests:	69
General information:	18
Technology:	42
Research:	01
Item Requests:	01
Passports:	07
In person:	58
Phone:	09
Email:	01
Website:	01

In-depth Reference help included:

- Assisted patron in deactivating unwanted security measures on their personal device
- Assisted patron in the operation of a social media app and the creation of an account for that app
- Taught patron how to operate their computer.

Adult Events:

Total: 17 events with 149 attendees, including:

- Tuesday, January 2nd: Book Club, *Vera Wong's Unsolicited Advice for Murderers* (Attendance: 13)
- Monday, January 8th: Movie Matinee, *Barbie* (Attendance: 20)
- Wednesday, January 17th: *January Poet Laureate Webinar Series: Billy Collins* (Attendance: 10)
- Thursday, January 18th: Mystery Book Club, *The Paris Apartment* (Attendance: 4)
- Monday, January 22nd: Movie Matinee, *Oppenheimer* (Attendance: 14)
- Wednesday, January 24th: *January Poet Laureate Webinar Series: Ada Limon* (Attendance: 7)
- Monday, January 29th: Movie Matinee, *A Haunting in Venice* (Attendance: 11)
- Tuesday, January 30th: *Genealogy Night* (Attendance 3)
- Tuesdays, January 2nd, 9th, 16th, 23rd, 30th. Knitting (5 events, total attendance: 40)
- Wednesdays, January 3rd, 17th, 24th, 31st. Yoga (4 events, total attendance: 27)

Volunteers:

- 12 Youth Volunteers, 42 total youth volunteer hours

Projects included:

- Planning Adult events; creating flyers, calendars, and publicity blurbs; updating the website and EventKeeper, and coordinating shared advertising with relevant town organizations
- Gauging interest in, preparing for, and executing new Adult programs
- 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
- Planning and creating new methods of advertising the Pembroke Public Library's digital research resources
- Overseeing ongoing shifting in consolidated Fiction and Large Print stacks
- Planning for further community outreach
- Preparing for the Adult Summer Reading Program.

Peter's Month

This month I began to officially take on passports and while I was nervous at first I believe I have a reasonable grip on what I need to do for them, and can rely on the other passport agents for guidance when I'm unsure. I have also started planning ahead for Summer Reading, as well as preparing for next fiscal year's events and have been making consistent progress on both fronts. I have finished moving the graphic novels and visually impaired materials to their new home, and the shifting on both regular print and large print fiction sections continues apace. Mystery Book Club had a higher turn out this month and based on reactions I am hopeful that it'll see another bump next month as interest seems to be spreading. Volunteers have kept steady this month and seem enthusiastic about helping.

**Director's Monthly Report January 2024
Pembroke Public Library**

Circulation	Jan 2021	Jan 2022	Jan 2023	Dec 2023	Jan 2024
Adults	2503	4434	4140	3493	3662
YA	161	363	304	243	242
Children	1583	2931	3630	3317	3570
TOTAL:	4247	7728	8074	7053	7474
OverDrive total / (OA total):	2204	2158	2193 / (684)	2482 / (766)	2915 / (920)
Hoopla total:	247	327	371	347	416
Kanopy total:		72	46	64	42
NY Times total:		10	18	19	11
Online resources Usage	1001	1175	1047*	836	956
Museum Passes & Hotspot loans	3	20	41	40 + 14	18 + 10
Overdrive patron registration	15	24	27	21	29
Patrons registered new cards (IP)	29	71	83	59	104
Patrons registered new ecards				15	23
Mobile holds/renewals	773	499	666	**	**
Non-resident borrowing	843	1727	1688	1474	1514
Items loaned to other libraries	183	2454	2134	1650	1841
Item borrowed from other libraries	105	1407	1366	1172	1056
ComCat loaned	14	17	12	22	23
ComCat borrowed	13+1	32	23+4	30 + 2	34 + 5
Passport applications	41	104	109	129	155
Visitor Count	0	5392	6987	6119	6988

*correction to previous reporting

** no stats as app is not operational

Collections	Jan 2021	Jan 2022	Jan 2023	Dec 2023	Jan 2024
Items added	427	589	507	656	526
Items discarded	223	1070	261	403	743
Items marked Missing	17	34	16	10	15

Events	Jan 2021	Jan 2022	Jan 2023	Dec 2023	Jan 2024
Adult programs	4	17	18	14	17
Adult attendees	34	103	185	100	149
Youth events	5	12	22	20	29
Youth attendees	165	280	901	918	1154

Computer Use	Jan 2021	Jan 2022	Jan 2023	Dec 2023	Jan 2024
Internet	0	194	340	252	257
Juvenile	0	101	215	197	215
Total	0	295	555	449	472

The meeting room was used 36 times and the Trustees Room was used 11 times in January.

Staff and other news:

This month saw a lot of focus on budget preparation for FY 25. The library was closed on Sunday the 7th in anticipation of a snow event. Stephanie and Janet conducted staff mini-meetings which were well received, giving staff a chance to review and talk about changes and challenges during small group meetings. Work was completed on the latest heating challenge and we are experiencing even heating throughout the building. The suggestion box has been installed in the library, as well as a suggestion box placed on our website. The Children's headphones have been ordered, thanks to a generous donation by the Foundation.