



Pembroke Public Library
Trustees Meeting Agenda

May 22, 2024 at 7:00 PM
Trustees' Room

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

<https://us06web.zoom.us/j/81213081415>

Meeting ID: 812 1308 1415

Introduction of new Trustees

Reorganization of the Board

Friends news

Foundation news

MINUTES OF PREVIOUS MEETING:

April 17, 2024

REPORTS:

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

OLD BUSINESS:

Building updates
Director search

NEW BUSINESS:

FY25 Closed dates
Upcoming meetings date planning
Upcoming events

Any unscheduled business following the posting of the agenda



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes for April 17, 2024

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

Larissa C. called the meeting at 7:05 P.M.

Please note that this meeting is 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 reminded us of the book and bake sale with a lot of good stuff to sell. No meeting this month.

FOUNDATION NEWS: No news to pass along.

MINUTES FROM THE PREVIOUS MEETING: March 20, 2024. Changes to be made. Challenges and not Challengers. Carol W. made a motion to change the wording and Stephanie C. seconded the motion and so it was voted.

MARCH YOUTH SERVICE REPORT: Babysitting course was completely full. 12 participated in the course ages 11-14. Kathy says Melissa might buy the program so we could teach the course, Stephanie C. made a motion to accept the March Youth Service Report and Linda M. seconded and so it was voted by all.

MARCH ADULTS/REFERENCE REPORT: Adult summer reading program is coming up. Peter is working on some great programs. Composting program is coming. Also working on a big one, electronic recycling. Peter has someone coming in to teach about native plants. Carol says Peter is doing such a great job that she would like for Peter to state more about what his accomplishments are instead of what he needs to improve on. Stephanie C. made a motion to accept the March Adults/Reference Report and Mary Beth seconded and so it was voted.

MARCH DIRECTOR'S REPORT: Circulation continues to increase. Seed library is doing great. First 3 weeks we have had a total of 85 different check outs of seed packets. The checkout has doubled each week. Kathy also received a letter from a patron. Kathy passed it around for us to look at it. Liana Shaffner is kind, patient, and has such a great way about her. A letter was written about how helpful she was to her son on a last minute project. So nice of someone to take the time to write a letter about our staff. State aid was issued. Melissa is going to start a collection of wonder books. A combination of audio books and regular books. Conversation about E-books versus hard copy books and the difference in expenses. Stephanie C. made a motion to accept the March Directors Report and Mary Beth seconded and so it was voted.

FINANCIALS: Maintenance supplies discussed. Stephanie made a motion to accept the Financials and Carol W. seconded and so it was voted.

OLD BUSINESS: Building updates: The roof will be repaired before July 1, 2024. The town applied for a grant to repair part or all of the roof. No interruptions to service when the roof is being done. Weatherization project meeting got cancelled and not rescheduled at this time. But this project will also be done by July 1, 2024. Kathy says the parking lot lines will be getting painted. We may have a delayed opening one morning, not sure. June 19, 2024 we will be closed so hoping for this day. Kathy said if we needed a no parking area to put signs instead of painting no parking, she discussed this issue with the DPW.

FY 25 BUDGET: Kathy went in front of selectboard on the closing of the Library on Sunday. Bill C. was in support of the Sunday closure. The equity then can be paid to the staff. Kathy and Bill C. will discuss compensation to the staff. Thanked Kathy for all she did with the budget.

DIRECTOR'S SEARCH: Kathy asked if we should extend the ALA posting and we all agreed that it should be extended for another 30 days. Stephanie C. made a motion to extend the ALA posting and Linda M. seconded, and so it was voted.

A discussion was made with The Library Trustees about what questions and which order they should be asked for hiring the new Library Director. Kathy likes the structure of the questions being asked this way all the boxes can be checked to make sure all the qualifications are met. Talked about the difference between Academic Library versus Public Library. We have 3 applications as of today. A screening committee was put together. The Library Board of Trustees will make the final decision.

NEW BUSINESS: May 14, 2024 Town Meeting. Pembroke Public Library will be closed June 19, 2024. Town elections are May 18, 2024.

UPCOMING EVENTS: Cherry Tree Painting (teens) Ages 13-18, will create a stunning tree painting using pointillism!

Date: Thursday April 18, 2024 Time: 1:00 PM to 2:30 PM

Friends' Book and Bake Sale

Date: Saturday April 20, 2024. Time: 10:00 AM- 2:00 PM

Lotus Flower Lantern Workshop

Date: Tuesday April 23, 2024 Time: 6:30 PM - 7:30 PM

Patrons of all ages can register to learn how to make a traditional Korean lotus lantern while learning about the origins and importance of this lantern in the Korean culture. Attendees will also be given books on Korean history and culture for free.

Songs and Stories of the American Folk Revival

Date: Thursday May 2, 2024 Time: 1:30 PM - 2:30 PM

Libby Basics Learn the ins and outs of Libby with library staff. Registration is required.

Date: May 8, 2024 Time: 1:30 PM - 2:30 PM.

Additional recurring events:

Storytimes, Movies, Baby Lapsits, Yoga, Chess club, Mystery Book club, Puppy dog Tales, Genealogy night, Book club, Lego club and Anime club.

First Sunday in May will be the last Sunday that the Library will be open.

Next Library Trustee Meeting is May 22, 2024 at 7:00 PM.

Stephanie C. made a motion to adjourn the meeting and Carol W. seconded the motion. The meeting was called by Larissa at 8:35 PM.

Respectfully submitted,

Linda MacDonald
Secretary

Youth Services Report to the Trustees: April 2024

Submitted May 8, 2024 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	7	110	88
Baby Lapsit (ages 0 – 2)	4	69	64
Puppet Storytime with Leigh (ages 2 – 5)	2	64	56
LEGO Club	1	18	9
Puppy Dog Tales	1	5	2
Chess Club	1	3	2
ASL Hour (ages 9 – 11)	1	10	n/a
Hobomock 1 st Grade Storytime (off-site)	3	60	3
Bryantville Grade 1 Visit (off-site)	3	69	4
Scavenger Hunt: Rainy Day Animals	1 (passive)	397	n/a
Teen Anime Club (ages 11 – 15)	1	5	n/a
Intro to Babysitting workshop (ages 11 – 14)	1	12	n/a
Cherry Tree Pointillism (ages 13 – 18)	1	7	n/a
Take & Make: Pony Bead Gnomes (ages 12 – 18)	1 (passive)	60	n/a
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	13	243	208
<i>Kids Program (ages 6-11) Total</i>	11	562	20
<i>Teen Program (ages 12-18) Total</i>	4	84	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	28	889	228
Number of Volunteers	2 adult volunteers		
Volunteer Hours	2 volunteer hours		

April Program Highlights:

--April vacation was a very busy week in the youth room as families came in to attend programs, prepare for school projects, or just enjoy their free time.

--Our Intro to Babysitting workshop was partially funded by the Friends, whom we thank for their support. The class was at full capacity and we will be hosting the same workshop again in July.

Special Upcoming Events:

--Local Author Storytime on May 30 at 4:00pm (registration required). Ages 5-8 can join local author Ashley Hiehiapo in a special storytime featuring her picture book Beach Pig followed by a pig bookmark craft.

Other:

--Moved YA video game collection to main library to increase its use by all ages and to make space in the YA Lounge to expand our Large Print collection.

--Completed Phonics Kits for circulation after working with Pembroke Public Schools' Early Literacy teachers; these kits align with the phonics system the schools are now using and contain books, reusable worksheets, and games. Will be attending the elementary schools' "Literacy Night" in May with these kits and more!

April 2024 Reference/Adult Services Report

Peter Santore
05/08/2024

Reference Requests (Reference Desk only):

Total requests:	138
General information:	58
Technology:	53
Research:	04
<u>Passports:</u>	<u>23</u>
In person:	97
Phone:	32
Email:	03
Website:	06

In-depth Reference help included:

- Patron was looking for a specific New York Times article, one which was not present in our archives.
- Patron needed assistance accessing several online accounts.
- Patron needed assistance locating and subsequently understanding our digital resources
- Patron was looking for places or services they could use to convert film reels into DVDs

Adult Events:

Total: 18 events with 156 attendees, including:

- Monday, April 1st: Movie Matinee, *The Color Purple* (Attendance: 7)
- Tuesday, April 2nd: Book Club, *Homecoming* (Attendance: 13)
- Monday, April 8th: Movie Matinee, *Next Goal Wins* (Attendance: 2)
- Wednesday, April 10th: *So Close to Home* presented by Alison O'Leary (Attendance: 12)
- Thursday, April 18th: Mystery Book Club, *All Good People Here* (Attendance: 3)
- Monday, April 22nd: Movie Matinee, *Chicago* (Attendance: 6)
- Tuesday, April 23rd: *Lotus Flower Lantern Workshop* presented by Younhee Shin (Attendance: 19)
- Monday, April 29th: Movie Matinee, *Gravity* (Attendance: 2)
- Tuesday, April 20th: Genealogy Night (Attendance: 3)
- Tuesdays, April 2nd, 9th, 16th, 23rd, 30th: Knitting (5 events, total attendance: 56)
- Wednesdays, April 3rd, 10th, 17th, 24th: Yoga (4 events, total attendance: 33)

Volunteers:

- 9 Youth Volunteers, 24 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
- Preparing for the Adult Summer Reading Program

Director's Monthly Report April 2024
Pembroke Public Library

Circulation	Apr 2021	Apr 2022	April 2023	March 2024	April 2024
Adults	3948	4414	3860	3971	3907
YA	2945	366	334	312	360
Children	363	3943	3949	4370	4159
Total:	7256	8723	8143	8653	8426
Overdrive total:/(OA total)	2000	2163	2040 / (680)	2753 / (841)	2585 / (845)
Hoopla total:	263	264	342	474	509
Kanopy total:		62	29	140	37
NY Times total:		2	4	17	51
Online Resources Usage	1310	1105	480	596*	404
Museum passes	36	64	76	49 + 10	61 + 8
OverDrive Patrons registered	19	15	24	34	40
Patrons registered new cards IP	34	71	57	101	105
Patrons registered new ecards				20	30
Mobile holds/renewals	491	569	502	375	463
Non-resident borrowing	1389	1827	1593	1764	1789
Items loaned to other libraries	2375	2150	1962	2037	1865
Item borrowed from other libraries	1722	1497	1327	1193	1195
ComCat loaned	17	21	14	15	25
ComCat borrowed	24+ 4	21	32 + 6	15 +2	27 + 3
Passport applications	65	101	130	143	135
Visitor count	2600	5227	7071	7627	8121

*correction from previous year reporting

Collections	Apr 2021	Apr 2022	April 2023	March 2024	April 2024
Items added	380	441	477	334	476
Items discarded	1750	1536	505	431	322
Items marked Missing	24	19	11	17	12

Events	Apr 2021	Apr 2022	April 2023	March 2024	April 2024
Adult programs	1	14	16	15	18
Adult attendees	12	115	213	152	156
Youth events	2	17	20	27	28
Youth attendees	140	379	538	1254	1117

A fuller youth services and adult report are attached.

Computer Use	Apr 2021	Apr 2022	April 2023	March 2024	April 2024
Internet	167	294	266	323	422
Juvenile	0	151	260	277	238
Total	167	432	526	600	660

Meeting room used 40 times, Trustees room used 12 times.

Staff and other news:

April brought us a new Aide, Hannah who is doing great and we are very pleased to have on staff. The month had me attending both Selectboard and Advisory meetings to speak about impacts to the FY25 budget. I also attended a meeting with the contractor for our upcoming weatherization project. The Seed library has been well received. Lots of activity in the building!