



Pembroke Public Library
Trustees Meeting Agenda

June 26, 2024 at 7:00 PM
Trustees' Room

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

<https://us06web.zoom.us/j/89243512924>

Meeting ID: 892 4351 2924

Introduction of new Trustee

Friends news

Foundation news

MINUTES OF PREVIOUS MEETING:

May 22, 2024

REPORTS:

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

OLD BUSINESS:

Building updates
FY25
Director search

NEW BUSINESS:

Annual Reports
Upcoming meetings date planning
Upcoming events

Any unscheduled business following the posting of the agenda



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes for May 22, 2024

ATTENDING: Kathy Benvie (Director), Larissa Curley, Mary Beth Courtright, Stephanie Ciciotti, Linda MacDonald, Sharon Stearns, Stephanie McBain, and Bob DeMarzo.

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.

INTRODUCTION OF NEW TRUSTEES: Sharon Stearns she took the one year term. Discussed how e-mail are set up.

MINUTES OF PREVIOUS MEETING: Mary Beth C. has some corrections. Under adults reference report teach instead of learn about native plants. March Directors report consolidate seed packet. Conversation about e-books versus instead of verses spelling to be corrected. Fiscal year 2025 budget change to that Bill C. is in support and approves of library closure. Mary Beth made a motion for corrected minutes of previous meeting and Stephanie C. seconded all in favor and so it was voted.

FRIENDS NEWS: Kathy attended Friends meeting. The chairs have come in and installed in the children's room. They are wonderful. Thank you to the Friends of the Library. They are a Great support for us. Sharon asked if we could be part of the Friends of the Library and yes we agreed you can be part of Friends but not on the Board.

APRIL YOUTH SERVICES REPORT: Mary Beth Stated that the number of participants were impressive. Stephanie C. made a motion to accept the April Youth Services Report and Linda M. seconded all in favor and so it was voted.

APRIL ADULTS/REFERENCE REPORT: Kathy making some changes on the April Adults Reference Report packet 4/10/24, Wednesday, So Close to Home, we did not have the presenters name in the original report so that has been added. Also on 4/23/24, Tuesday Lotus Flower Workshop the presenters name has also been added. Peter is spending a lot time on the floor helping with computers. Mary Beth noticed a jump in the numbers. Peter has grown and doing a great job with his position he is coming up on his one year. Stephanie C. made a motion to accept the April Adults/Reference Report, and Mary Beth seconded all in favor and so it was voted.

APRIL'S DIRECTOR REPORT: Discussed marketing and getting the word out about all that is going on at the Pembroke Public Library. Kathy informed The Library Trustees that we received a generous gift in memory of a former patron in the amount of \$5,847.00. Kathy checked with the town manager and the Selectboard for approval of the donation to the library. Kathy suggests that we should do something substantial with the donation. We will make a plaque in the name of the donor for the library to display. Kathy said we received letters of apology from the incident that happened in April at the Library. The boys who were involved in this incident will be doing community service as well. Kathy had a meeting today wrapping up Fiscal 25. Good news all around. Stephanie C. made a motion to accept the April's Director Report and Mary Beth seconded all in favor and so it was voted.

FINANCIALS: Grants, Revolving Funds do not expire. Library building fund; Kathy states we have not touched these funds in a very long time. The Darling Book Fund was originally only for the purchase of young adults books but the Trustees of the Darling Trust let us buy furniture with this fund for the YA room. Stephanie C. made a motion to accept the Financials, Linda M. seconded all in favor and so it was voted.

OLD BUSINESS: Building Updates: Kathy states that the HVAC valves need to be soldered in place and will need fire watch detail which will increase the cost. Will have work done for 7 or 8 valve replacement going from heating to cooling season the valves are not acting properly . Kathy has estimates from one company for about \$3,600.00. Kathy is still waiting on the weatherization project. The town has approved us to have rooftop replacement this was approved at the town

meeting. A bid will be going out soon for the replacement. Also will be getting a bid for painting the outside of the library.

DIRECTOR SEARCH: Stephanie C. stated we have 3 applicants so far. We are meeting for an interview with one of the candidates tomorrow. Reason why people may not be applying is the salary, and certain requirements and qualifications that need to be met. We are advertising on 4 different sites. The plan for the search committee is to hold off after the first interview as we would like to interview more applicants.

NEW BUSINESS: FY25 closing dates. Thanksgiving Eve, Christmas Eve early closing, 1:00 P.M. Kathy would like the Library Trustees approval for the closing dates. Stephanie C. made a motion to accept the closing dates with the amended Christmas Eve time, Mary Beth seconded all in favor and so it was voted.

FOUNDATION NEWS: Bob D. stated that we are doing well with \$720,000 in all with CD's at 5 percent interest. We discussed the COA building.

REORGANIZATION OF THE BOARD: Linda M. nominated Stephanie C. to the position as Chair of the Library Trustee Board. Stephanie C. nominated Sharon S. to be Treasurer. Stephanie C. nominated Larissa C to remain Vice-Chair. Stephanie C. nominated Linda M. to remain secretary. Mary Beth C. moved to accept the slate of officers as nominated, Stephanie seconded. All in favor, and so it was voted.

Stephanie Ciciotti- Chair
Larissa Curley- Vice-Chair
Linda MacDonald- Secretary
Sharon Stearns- Treasurer

UPCOMING EVENTS: Local Author Storytime (ages 5-8) Join local author Ashley Hiehiapo in a special story time featuring her picture book Beach Pig followed by a pig bookmark craft. Registration required; sign ups open three (3) weeks before the event. Date: Thursday May 30, 2024 Time: 4:00PM to 5:00 PM.

Mosquito and Tick Control

Wednesday June 12, 2024 Time: 6:30 PM to 7:30 PM.

Summer Reading Begins

Summer Reading this year challenges you to “Read, Renew, Repeat” at home and at the Library.

Sign ups are available at the library and online starting June 17th.

All ages (babies, kids, teens, and adults) are welcome to participate by reading, visiting the library, going to workshops and programs, or exploring digital challenges on your Beanstack account.

Monday June 17th

Additional recurring events: Storytimes, Baby Lapsits, Yoga, Chess club, Mystery Book club, Puppy Dog Tales, Genealogy night, Book club, Lego club and Anime club.

Next Library Trustee Meeting is June 26, 2024 at 7:00 PM

Stephanie C. made a motion to adjourn meeting, Mary Beth seconded. Meeting called at 8:06 PM by Larissa C.

Respectfully submitted,

Linda MacDonald
Secretary

Youth Services Report to the Trustees: May 2024

Submitted June 3, 2024 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	7	161	118
Baby Lapsit (ages 0 – 2)	4	68	64
LEGO Club	1	12	10
Puppy Dog Tales	1	6	3
Chess Club	1	3	2
Local Author Storytime: Beach Pig (ages 4 – 8)	1	25	18
NPES 1st Grade Visit (off-site)	4	62	5
Literacy Night at for PPS Elementary Schools (off-site)	1	46	35
Scavenger Hunt: Flower Shapes	1 (passive)	345	n/a
Teen Anime Club (ages 11 – 15)	1	5	n/a
Take & Make: Paper Flowers (ages 12 – 18)	1 (passive)	48	n/a
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	11	229	182
<i>Kids Program (ages 6-11) Total</i>	10	499	73
<i>Teen Program (ages 12-18) Total</i>	2	53	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	23	781	255
Number of Volunteers	3 adult volunteers		
Volunteer Hours	3 volunteer hours		

May Program Highlights:

--This was the first year of Literacy Night for the Pembroke Elementary Schools and the staff felt it was a huge success! This event featured workshops for caregivers regarding the "Summer Slide" and many literacy games for grades K – 2. I've been invited to attend future events if they host this again next year.

--Local author Ashley Hiehiapo presented her new picture book, *Beach Pig*, alongside an informative talk about the Tonga pigs that inspired her story. We were very lucky to have her share her knowledge and creativity!

Upcoming Events:

Summer Reading 2024 (June 17 – August 23)

Summer Reading this year challenges community members of all ages to "Read, Renew, Repeat" at home and at the Library by protecting nature and renewing a love of learning. Special events will include a Game Day for families on July 10 (featuring technology like the Switch and VR headsets), a Plant Slime workshop for ages 6 – 12 on July 16, and a BattleBots workshop for ages 13 – 18 on July 29. All of these and others will require sign up as space is limited.

Other:

--Contributed to Director Screening Committee.

May 2024 Reference/Adult Services Report

Peter Santore
06/18/2024

Reference Requests (Reference Desk only):

Total requests:	80
General information:	8
Technology:	64
Research:	2
<u>Passport:</u>	<u>6</u>
In person:	67
Phone:	11
Email:	2

In-depth Reference help included:

- Assisted a patron with basic computer operation and explained how to fill out online forms.
- Provided resources for job-hunting for an older adult looking to rejoin the workforce.
- Set up alternate means for a patron to access email while locked out of their primary computer, provided instructions for account recovery, and provided them with an alternate word processor until they could restore access.
- Located a digital copy of a specific map of Pembroke from 1831 patron was looking for.

Adult Events:

Total: 17 events with 99 attendees, including:

- Tuesday, May 2nd, *Songs and Stories of the American Folk Revival* presented by Lewis and Shea (Attendance: 9)
- Monday, May 6th, Movie Matinee, *La La Land* (Attendance: 3)
- Tuesday, May 7th: Book Club, *The Bandit Queens* (Attendance: 15)
- Wednesday: May 8th, *Libby Basics* presented by Peter Santore (Attendance: 5)
- Monday, May 13th: Movie Matinee, *The Prestige* (Attendance: 4)
- Monday, May 20th: Movie Matinee, *The Social Network* (Attendance: 5)
- Wednesday, May 16th, Mystery Book Club, *The Only One Left* (Attendance: 5)
- Tuesday, May 28th: Genealogy Night (Attendance: 2)
- Tuesdays, May 7th, 14th, 21st, and 28th. Knitting (4 events, total attendance: 30)
- Wednesdays, May 1st, 8th, 15th, 22nd, 29th. Yoga (5 events, total attendance: 30)

Volunteers:

- 11 Youth Volunteers, 34 total 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
- Interviewing and onboarding new library volunteers

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

Circulation	May 2021	May 2022	May 2023	April 2024	May2024
Adults	4085	4100	3852	3907	3738
YA	326	338	376	360	317
Children	3043	3728	4158	4159	4130
Total:	7454	8166	8386	8426	8185
Overdrive total / (OA total):	2084	2194	2070 / (731)	2585 / (845)	2647 / (830)
Hoopla total:	262	317	354	509	479
Kanopy total:		28	47	37	98
NY Times total:		3	3	51	69
Online Resources	1025	1236	491*	404	290**
Museum passes	42	42	46	61 + 8	42 + 8
OverDrive Patrons Registered	23	12	28	40	29
Patrons registered new cards IP	35	55	44	105	51
Patrons registered new ecards				30	14
Mobile holds/renewals	552	563	530	463	449
Non-resident borrowing	1438	2009	1607	1789	1841
Items loaned to other libraries	2342	1974	1904	1865	1734
Item borrowed from other libraries	1683	1449	1336	1195	1234
ComCat loaned	10	17	24	25	17
ComCat borrowed	30 + 5	31	26 + 2	27 + 3	23 + 2
Passport applications	70	102	105	135	104
Visitor Count	4046	5046	7060	8121	6912

*correction to previous reporting

** statewide database statistics not available – will update when received

Collections	May 2021	May 2022	May 2023	April 2024	May 2024
Items added	516	456	433	476	680
Items discarded	242	923	838	322	442
Items marked Missing	9	22	24	12	23

Programs	May 2021	May 2022	May 2023	April 2024	May 2024
Adult programs	1	15	16	18	17
Adult attendees	10	128	143	156	99
Youth events	3	19	21	28	23
Youth attendees	162	424	1044	1117	1036

A fuller Youth Services and Adults Librarian report is attached.

Computer Use	May 2021	May 2022	May 2023	April 2024	May 2024
Internet	202	261	295	422	332
Juvenile	0	134	221	238	261
Total	202	395	295	660	593

Meeting room was used 43 times and the Trustees room 19 times.

Staff and other news

May was a busy month! The Library was used for a Candidate's night hosted by the Chamber of Commerce that was well attended and viewed by many more remotely, as The Local Scene broadcasted it live and also made the recording available after the event. Town meeting was on May 14th and the Library had a couple of capital projects in the plan for the FY25 budget that passed, roof replacement and RTU replacement. Summer reading preparations were in full swing in both the Youth and Adult areas of the Library. With the reorganization of staff to take place at the beginning of the new fiscal year, we have worked on the new job descriptions and are looking forward to posting those positions and conducting interviews.