



Pembroke Public Library  
Trustees Meeting Agenda

**July 17, 2024 at 7:00 PM**  
**Trustees' Room**

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

Join Zoom Meeting  
<https://us06web.zoom.us/j/85271551787>

Meeting ID: 852 7155 1787

**Interview of Library Director Candidate Kelsey Casey**

**Friends news**

**Foundation news**

**MINUTES OF PREVIOUS MEETING:**

June 5, 2024  
June 26, 2024

**REPORTS:**

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

**OLD BUSINESS:**

Building updates  
Director search

**NEW BUSINESS:**

Upcoming events

Any unscheduled business following the posting of the agenda



**PEMBROKE  
PUBLIC LIBRARY BOARD OF TRUSTEES  
Meeting Minutes for June 26, 2024**

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

Larissa, Co-Chair, called the meeting at 7:01 P.M. on June 26, 2024.

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. Chair, Stephanie Ciciotti is participating via remote participation in accordance with the requirement of 940 CMR 29.10 via Zoom platform. All votes during this meeting will be made via roll call.

**INTRODUCTION OF NEW TRUSTEE:** We welcomed Erin Columbare to the Library Board of Trustees. A trustee pocket guide and contact information was given to her.

**FOUNDATION NEWS:** Bob states that they are going out to bid plans for an addition to the Pembroke Public Library. Money still in the bank making over 5 percent interest. Paul Gransaul is the project manager and former Library Trustee.

**FRIENDS NEWS:** Kathy said the Friends of Library has attended twice to the Farmers Market, this is going well. Looking to drum up some more memberships. It's a great outreach.

**MINUTES OF THE PREVIOUS MEETING:** May 22, 2024. Mary Beth has brought to our attention some grammatical, and punctuation errors. Mary Beth state Darling Friends Trustees allowed us to buy furniture not the Library Trustees. Kathy will correct these. Mary Beth made a motion to amend these changes, Linda M. seconded a roll call yes from all do it was voted.

**MAY YOUTH SERVICE REPORT:** Mary Beth made a motion to accept the May Youth Service Report, Sharon S. seconded, we took a roll call , so it was voted.

**MAY ADULTS/REFERENCE REPORT:** Kathy stated that the numbers had gone up. They were using different counting measures. Peter is spending more time on the floor, and he is extremely helpful. Linda M. made a motion to accept the May Adults/Reference Report, Erin C. seconded and we took a roll call vote and so it was voted.

**MAY DIRECTOR'S REPORT:** Stephanie C. made a motion to accept the May Director's Report and Mary Beth C. seconded with a roll call vote it was a yes and so it was voted.

**FINANCIALS:** Kathy said as of 6/19/2024 one line that she discussed with the town managers on balancing of funds. The numbers will be carried over to FY25. Stephanie C. made a motion to accept the Financials, Erin C. seconded with a roll call of yes so it was voted.

**OLD BUSINESS: Building updates:** Parking lot lines were painted. Kathy said we have another leak in a valve over the fiction section. The company doing all the valve repairs will also repair this leak. Discolored water discovered in the water fountains so they are out of service. We will be testing the water system and doing the flushing at the same time. Kathy will coordinate this to be done. The water flushing needs to be done semi-annually, this will dissolve the issue. Kathy has quotes for exterior painting of the building. Upgrading of our camera system needs to be done as well.

**FY25:** Kathy informed us that 2 new hires from within the Pembroke Public Library have been hired. Janet Coleman and Karen McPhee. Stephanie McBain and Melissa also have accepted new titles as well. An adjustment for an increase of pay will be put in for the aides, and they will be receiving retroactive pay.

**DIRECTOR SEARCH:** Two candidates have been interviewed for the director search. One candidate will be called back for a second interview. The Library Trustees can submit questions they would like to be answered at the interview which can be sent to Stephanie C. e-mail. Discussion on who will be doing background checks and calling for references.

Discussed dates and time for the interview.

**NEW BUSINESS:** Monday at 4:00 P.M. the subcommittee will meet to discuss candidates. July 17, 2024, Trustees special meeting.

Annual Reports were passed out for the Trustees to review. The reports filed were FY22/FY23.

The Library Trustees signed Kathy Benvie's contract compensation increase. Budget allowed \$85,587.00. An additional personal day was added. Kathy's notification can be terminated 30 days instead of 60 days notice. All Trustees signed Kathy's contract.

Kathy Benvie presented to us the upcoming events at the Pembroke Public Library.

Mary Beth made a motion to adjourn, Stephanie C. seconded, roll call yes so it was voted,

Larissa called the meeting at 8:13 P.M.

Respectfully submitted,

Linda MacDonald  
Secretary

# Youth Services Report to the Trustees: June 2024

Submitted July 3, 2024 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	8	232	167
Baby Lapsit (ages 0 – 2)	3	46	44
LEGO Club	1	26	16
Puppy Dog Tales	1	18	10
Chess Club	1	11	7
Scavenger Hunt: Counting Butterflies	1 (passive)	573	n/a
Summer Reading Readiness Visits (off-site)	12	1,342	94
Farmers Market Storytime (off-site)	1	68	40
Busy Bug Day/Arthropod Petting Zoo (ages 3 – 11)	1	120	80
Dungeons & Dragons (ages 11 – 14)	1	6	n/a
Teen Anime Club (ages 11 – 15)	1	4	n/a
Take & Make: Foam Frogs (ages 12 – 18)	1 (passive)	60	n/a
<b>AGE GROUP TOTALS</b>	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	11	278	211
<i>Kids Program (ages 6-11) Total</i>	19	2,164	247
<i>Teen Program (ages 12-18) Total</i>	2	64	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
<b>TOTALS</b>	<b>32</b>	<b>2,506</b>	<b>458</b>
Number of Volunteers	3 adult volunteers		
Volunteer Hours	3 volunteer hours		

## June Program Highlights:

--June saw a lot of activity, including an abundance of outreach; every elementary student attending school on the days I visited for Summer Reading Readiness got to enjoy a silly storytime (or solve one-minute mystery) and an overview of the Library's services and special summer events.

--This month's biggest in-house event was Busy Bug Day with Professor Bugman. This guest brought a variety of arthropods (millipedes, beetles, etc.) that kids could interact with and even hold, all while learning about each unique creature from the Professor.

## Upcoming Events:

--*Anime Club featuring Tales & Origami for Teens\** on Wednesday, July 11 from 4:00-5:30pm – Ages 11 - 15 are invited to discover Japan through magical tales and origami with award-winning storyteller Motoko.

--*Music at the Blissful\** on Tuesday, July 30 from 10:30-11:15am – Ages 2 – 7 and their caregivers will enjoy a movement-filled music experience.

*\*These programs are supported in part by a grant from the Pembroke Cultural Council, a local agency which is supported by the Mass Cultural Council, a state agency.*

## Other:

--Contributed to Director Screening Committee.

## June 2024 Reference/Adult Services Report

Peter Santore  
07/09/2024

### Reference Requests (Reference Desk only):

<u>Total requests:</u>	<b>45</b>
General information:	6
Technology:	35
Research:	1
<u>Passport:</u>	<u>3</u>
In person:	37
Phone:	6
Email:	2

### In-depth Reference help included:

- Provided assistance in locating information about a 1973 arrest that happened in town.
- Aided patron in locating resources to learn about the history of schools in the Pembroke area
- Provided assistance in operating a word processor to print labels.

### Adult Events:

#### **Total: 16 events with 106 attendees, including:**

- Monday, June 3rd, Movie Matinee, *The Imitation Game* (Attendance: 6)
- Tuesday, May 7th: Book Club, *The Mostly True Story of Tanner and Louise* (Attendance: 20)
- Monday, June 10th: Movie Matinee, *One Life* (Attendance: 8)
- Tuesday, June 12th, *Mosquito and Tick Control* presented by Erin Morrill and Blake Dinius (Attendance: 3)
- Monday, June 16th: Movie Matinee, *Ordinary Angels* (Attendance: 5)
- Wednesday, June 20th, Mystery Book Club, *Zero Days* (Attendance: 3)
- Monday, June 24th: Movie Matinee, *Arthur the King* (Attendance: 5)
- Tuesday: June 25th, *A Day in the Life of a Whaler* presented by Nancy Gentile and Captain Michael HM Taylor (Attendance: 4)
- Tuesday, June 25th: Genealogy Night (Attendance: 4)
- Tuesdays, June 4th, 11th, 28th, and 25th. Knitting (4 events, total attendance: 35)
- Wednesdays, June 5th, 12th, and 26th. Yoga (3 events, total attendance: 17)

### Volunteers:

- 12 Youth Volunteers, 32 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
- Running Adult Summer Reading Program
- Interviewing and onboarding new library volunteers
- Working on relabeling NF stacks and redoing Fiction and LP Fiction labels

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

<b>Circulation</b>	<b>June 2021</b>	<b>June 2022</b>	<b>June 2023</b>	<b>May2024</b>	<b>June 2024</b>
Adults	4484	4258	4254	3738	3818
YA	406	391	424	317	419
Children	3568	4131	4705	4130	4094
<b>Total:</b>	8458	8780	9383	8185	8331
Overdrive total / (OA total):	2091	2574	2346 / (752)	2647 / (830)	2707 / (892)
Hoopla total:	282	281	359	479	396
Kanopy total:		52	17	98	45
NY Times total:		4	12	69	67
Online Resources	995	616*	554*	290	553
Museum Passes	59	49	50	42 + 8	46 + 10
Overdrive patrons registered	12	18	21	29	24
Patrons registered new cards IP	62	63	122	51	111
Patrons registered new ecard				14	23
Mobile holds/renewals	474	617	460	449	488
Non-resident borrowing	1683	1830	1673	1841	1653
Items loaned to other libraries	2343	1863	1738	1734	1652
Item borrowed from other libraries	1478	1434	1282	1234	1180
ComCat loaned	19	15	20	17	22
ComCat borrowed	22+1	35	31 + 7	23 + 2	39 + 4
Passport Applications	55	98	90	104	67
Visitor Count	5435	5067	8788	6912	7540

\* Indicates a change in previous reported statistic due to incorrect counting methodology

<b>Collections</b>	<b>June 2021</b>	<b>June 2022</b>	<b>June 2023</b>	<b>May 2024</b>	<b>June 2024</b>
Items added	645	484	374	680	394
Items discarded	301	121	229	442	918
Items marked Missing	26	15	5	23	15

<b>Programs</b>	<b>June 2021</b>	<b>June 2022</b>	<b>June 2023</b>	<b>May 2024</b>	<b>June 2024</b>
Adult programs	1	10	14	17	16
Adult attendees	13	69	147	99	106
Youth events	7	16	25	23	32
Youth attendees	130	1929	2237	1036	2506

*Fuller youth services and adult reports are available.*

<b>Computer Use</b>	<b>June 2021</b>	<b>June 2022</b>	<b>June 2023</b>	<b>May 2024</b>	<b>June 2024</b>
Internet	232	228	295	332	358
Juvenile	115	209	389	261	323
Total	347	437	684	593	681

**Staff and other news:**

The Meeting room was used 40 times and Trustees room was used 14 times. The Library was represented at the first Pembroke Farmers market and the Story time Melissa presented was well received. The parking lot lines were painted while the Library was closed for the Juneteenth holiday. There is great enthusiasm for this year's Summer Reading theme of "Read, Renew, Repeat" and the Youth event "Busy Bug Day" was indeed busy! Staff are doing an excellent job of explaining and promoting the Summer Reading Programs for all ages. Our two newest Aides, Hannah and Sarah are doing great.