



Pembroke Public Library
Trustees Meeting Agenda
August 16, 2023 at 7:00 PM

Trustees' Room

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

<https://us06web.zoom.us/j/89635059367>

Meeting ID: 896 3505 9367

FOUNDATION UPDATE

Bob DeMarzo

INTRODUCTION OF NEW GENERALIST LIBRARIAN

Peter Santore

MINUTES OF PREVIOUS MEETING:

June 21, 2023

OLD BUSINESS:

Building updates

REPORTS:

May Youth Services Report and Director's Report revised
June Youth Services Report
June Adults/Reference Report
June Director's Report and June Financials
July Youth Services Report
July Adults/Reference Report
July Director's Report and July Financials

NEW BUSINESS:

ARIS
Preparing for next Director search
Salary surveys / organizational chart / proposed staff changes
Sunday openings

Any unscheduled business following the posting of the agenda



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for June 21, 2023

ATTENDING: Kathy Benvie (Director), Mary Beth Courtright, Larissa Curley, Sean Fitzpatrick (Chair), Stephanie Ciciotti, Linda MacDonald, Stephanie McBain, Laura Donahue, and Melissa McCleary.

Sean Fitzpatrick, Chair, called the meeting to order at 7:06 P.M.

HEAD OF TECHNICAL SERVICES WELCOME: Laura Donahue was welcomed as head of technical services department. Laura is very good at organizing and arranging. Laura is a consultant on cookbooks one of her many talents and will be purchasing a pasta maker and creating cooking demonstration videos for our website. Laura is now the supervisor coordinator for passports. We all welcomed Laura.

MINUTES OF PREVIOUS MEETING: The amended minutes from April 19, 2023 were reviewed. There were several corrections. Mary Beth made a motion to accept the changes and Stephanie C. seconded, and so it was so voted. The open meeting minutes from May 17th, 2023 were reviewed. Stephanie C. motioned to accept the minutes and Larissa seconded, and so it was voted.

OLD BUSINESS:

Building Updates: Kathy reported that she spoke to the town manager about the HVAC and the company suggested preventative maintenance to be put off for now. He will revisit the preventive maintenance question in July. Painting will also be done an account at Rocky's Ace has been set up for paint purchases. Children's room to be carpeted in the fall/winter months when it slower may need to close the room down for a couple days. Technical issues with computers have been restored. Looking for estimates with construction and cleaning services.

YOUTH SERVICES REPORT(S): Chicken theme event. Craft for teens/adults. Storytime for ages 8-12 and an escape room rescue egg event. Mary Beth moved to accept youth services reports and Stephanie C. seconded, and it was so voted.

REFERENCE LIBRARIAN'S REPORT(S): The Reference Librarian's report for May was reviewed. The 80's for Brady was very popular. Reference section being moved. Adult reading program for the summer. Stephanie C. moved to accept the Reference Librarian's report as written, Larissa seconded, and it was so voted.

DIRECTOR'S REPORT(S): Weeding out old books. Moving large print books to the front of the library. Books that are out dated will be sold. 397 students at the Hobomock school visit explains a big jump with youth attendance in May. Larissa moved to accept the Director's report and Mary Beth seconded, and to was so voted.

FINANCIAL REPORT(S): Kathy stated that the balance is looking good this year. Kathy will check in with town accountant next week. Sean asked if the \$2400.00 in fines includes lost items replacement. Money carried over will be spent on books in the next week or so. Passport money also being spent for books. Mary Beth asked if grant funds need to be spent, Kathy says no. Stephanie C. asked Why haven't we used grants. Kathy replies that the NRC paid for boxes in the attic, Sails memberships, and tables for meetings. Kathy states we will leave money for bigger projects. Stephanie C. moved to accept the Financials Report, Mary Beth seconded, and it was so voted.

NEW BUSINESS:

Generalist Library Hired: Peter Santore was hired from New Hampshire and will be starting July 3, 2023. Three candidates were interviewed hoping to get someone soon. Kathy stated we are looking for cleaning companies as well. In the meantime staff is helping with the trash, tables, and cleaning restrooms. July 1, 2023 will revert positions back but will take some time. We would like to see a part time Aide librarian level 1 hired. This will be a 19 hour position.

Attendance for staff at Trustee meeting: Kathy asked if it necessary for Melissa to be at the Library Board of Trustee meetings as the Assistant director will now be attending? Stephanie C. says lets discuss this now, so we did. Melissa said she likes having her time here but does not feel like she is needed at meetings. If we

need her she will come. Melissa is dismissed from Library Trustee meetings and we all agreed.

Meeting room table and chairs update: Kathy accepted gifts at the selectboard meeting from the Friends of the Public Library and the Pembroke Library Foundation. We have accepted new chairs and storage carts.

Incident in the library bathroom: Kathy mentioned that young boys middle school ages went into the boys restroom and urinated on the stalls. The police were called. Hopefully with the community center being built there will be more activities for them to stay out of trouble. These young adults are welcome at the library but need to be respectful.

No meeting in July 2023.

COA building update: Stephanie C. asked about the use of the COA building. Kathy is thinking of some suggestions to use the COA. Parking is a problem so this will be discussed. Stephanie C. says that moving the children room is not an option but maybe as a study space, meeting room, these are some great options. Kathy talked about staffing and our limitations. Sean suggested maybe an area for passports. Kathy states she could reach out to Bob DeMarzo for an update.

The next Trustee meeting is scheduled for Wednesday, August 16, 2023 at 7:00 P.M.

Mary Beth moved to adjourn; Stephanie seconded; the meeting was adjourned at 8:10 P.M.

Respectfully submitted,
Linda MacDonald
Secretary

Youth Services Report to the Trustees: May 2023

Submitted June 8, 2023 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	9	205	179
Baby Lapsit (ages 0 – 2)	3	29	25
Music Makers with Ms. Bethany (ages 0-4)	1	20	21
LEGO Club	1	17	10
Chess Club	1	15	7
Puppy Dog Tales	1	6	3
Scavenger Hunt: Froggy Feelings	1 (passive)	268	n/a
Teen Anime Club (ages 11 – 15)	1	6	n/a
Take & Make: Pride Fidget Toys (ages 12 – 18)	1 (passive)	59	n/a
Summer Reading Prep visit (off-site)	1	397	32
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	13	254	225
<i>Kids Program (ages 6-11) Total</i>	5	703	52
<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	20	1022	277
Number of Volunteers	3 adults + 4 teens = 7 volunteers		
Volunteer Hours	3 adult hrs + 8.5 teen hrs = 11.5 hours		

May Program Highlights:

--With sponsorship from the Friends, the Hatch-a-Chicken program successfully began on May 31st. Patrons are curious about the incubator and many are looking forward to the hatching (estimated to be June 21st). Several chicken-themed events are planned in June for all ages to encourage the learning experience surrounding the program.

--Caregivers were very vocal about their appreciation for the “Froggy Feelings” scavenger hunt theme; Social-Emotional Learning is incredibly important for kids of all ages and adults liked getting the opportunity to talk to their little ones about each frog (happy, sad, angry, etc.).

Other:

-- Summer Reading prep visits started with Hobomock Elementary students to get them excited for the program and eager to visit and see what the Library offers; students were grouped by grade for presentations and we’re very grateful for the help from school staff to coordinate the visit. The other two elementary schools will be visited in June.

--Our Teen Volunteer program will be on hiatus this summer as we work on restructuring volunteer coordination for both adults and teens.

Youth Services Report to the Trustees: June 2023

Submitted June 30, 2023 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	6	253	164
Baby Lapsit (ages 0 – 2)	4	41	39
Music Makers with Ms. Bethany (ages 0 – 4)	1	67	59
Storytime with Big Ryan (ages 2 – 5)	1	36	22
LEGO Club	1	15	8
Puppy Dog Tales	1	14	4
Chess Club	1	8	5
Chicken Storytime (ages 5 – 8)	1	24	10
Escape Room: Egg Rescue (ages 8 – 12)	1	15	11
Scavenger Hunt: Colorful Eggs	1 (passive)	604	n/a
Summer Reading Prep visit (off-site)	2	830	61
Teen Anime Club (ages 11 – 15)	1	1	n/a
Yarn Chick Craft (ages 12 – 18)	1	4	2
Take & Make: Foam Chicks (ages 12 – 18)	1 (passive)	48	n/a
Pet-a-Chick (all ages)	1	44	20
Chick Naming Contest (all ages)	1 (passive)	233	n/a
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	12	397	301
<i>Kids Program (ages 6-11) Total</i>	8	1,510	100
<i>Teen Program (ages 12-18) Total</i>	3	53	2
<i>General Audience (all ages) Total</i>	2	277	20
TOTALS	25	2,237	423
Number of Volunteers	2 adults		
Volunteer Hours	2 hours		

June Program Highlights:

--Our Summer Reading Challenge began on June 20; on day one alone we registered over 100 kids! Both kids and teens have already started visiting the Library again to pick up beads for their reading necklaces; Read & Bead continues to be a program that gets both youth and caregivers excited for the summer!

--On May 31st we had our special delivery from Rent-the-Chicken, as sponsored by the Friends. We hatched five chicks and conducted several themed programs, including a limited "Pet-a-Chick" event that gave people of all ages a chance to interact with the birds while getting a verbal tutorial about chick health and behaviors. Library Aide Miss Kiki offered indispensable knowledge as a local homesteader for these programs.

--Big Ryan's visit was sponsored with a grant through South Shore Family Network.

Other:

--Continued work with Assistant Director and Director on Generalist/Reference Librarian search committee.

June 2023 Reference/Adult Services Report

Stephanie McBain
7/6/2023

Reference Requests (Reference Desk only):

<u>Total requests:</u>	9
General information:	1
Technology:	5
Item requests:	2
<u>Passports:</u>	<u>1</u>
In person:	5
Phone:	3
Website forms:	1

In-depth Reference help included:

- Downloading eBooks through Libby on a web browser to be sent to a Kindle.
- Creating a Gmail account.

Adult Events:

Total: 14 events with 147 attendees, including:

- Monday, June 5th: Movie Matinee, *Moving On* (Attendance: 20)
- Tuesday, June 6th: Book Club, *Remarkably Bright Creatures* (Attendance: 17)
- Monday, June 12th: Movie Matinee, *The Lost King* (Attendance: 4)
- Monday, June 26th: Movie Matinee, *Respect* (Attendance: 12)
- Tuesday, June 27th: Genealogy Night (Attendance: 5)
- Thursday, June 29th: Adult Craft Night, Sew Your Own Chicken (Attendance: 11)
- Tuesdays June 6th, 13th, 20th, and 27th: Knitting (4 events, total attendance: 40)
- Wednesdays June 7th, 14th, 21st, and 28th: Yoga (4 events, total attendance: 38)

Projects included:

- Accepting passport applications and monitoring the passport appointment schedule. Agents processed 90 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, calendars, 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, and leading and finding resources for the genealogy group meeting.
- Answering submissions from the “ask a question” form on the website.
- Maintaining the Adult Book Club and New Nonfiction displays.
- Continuing work on weeding the physical Reference collection in preparation for the shift to its new location.
- Working with the Council on Aging for the Words on Wheels program, which currently has 3 participants, and ordering the COA Book Club books.
- Coordinating Meeting Room scheduling for both meetings and exhibits.
- Assuming some responsibilities of the Assistant Director including daily and weekly financial records.
- Participating in the interview process for the Generalist Reference Librarian and Custodian positions.
- Preparing the Reference office, records, and resources for the new Reference Librarian.

Director's Monthly Report June 2023
Pembroke Public Library

Circulation	June 2020	June 2021	June 2022	May 2023	June 2023
Adults	1250	4484	4258	3852	4254
YA	573	406	391	376	424
Children	131	3568	4131	4158	4705
Total:	1954	8458	8780	8386	9383
Overdrive total / (OA total):	2212	2091	2574	2070 / (731)	2346 / (752)
Hoopla total:	286	282	281	354	359
Kanopy total:			52	47	17
NY Times total:			4	3	12
Online Resources	744	995	616*	491*	559
Museum Passes	11	59	49	46	50
Overdrive patrons registered	0	12	18	28	21
Patrons registered for new cards	8	62	63	44	122
Mobile holds/renewals	520	474	617	530	460
Non-resident borrowing	424	1683	1830	1607	1673
Items loaned to other libraries	147	2343	1863	1904	1738
Item borrowed from other libraries	251	1478	1434	1336	1282
ComCat loaned	0	19	15	24	20
ComCat borrowed	7	22+1	35	26 + 2	31 + 7
Passport Applications	0	55	98	105	90
Visitor Count	0	5435	5067	7060	8788

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

Collections	June 2020	June 2021	June 2022	May 2023	June 2023
Items added	283	645	484	433	374
Items discarded	1551	301	121	838	229
Items marked Missing	30	26	15	24	5

Programs	June 2020	June 2021	June 2022	May 2023	June 2023
Adult programs	1	1	10	16	14
Adult attendees	12	13	69	143	147
Youth events	6	7	16	21	25
Youth attendees	291	130	1929	1044	2237

Fuller youth services and adult reports are available.

Computer Use	June 2020	June 2021	June 2022	May 2023	June 2023
Internet	0	232	228	278	295
Juvenile	0	115	209	221	389
Total	0	347	437	499	684

Staff and other news:

The Meeting room was used 40 times and Trustees room was used 8 times. The computer use stats that we thought were lost for May have been found! There was a Water safety class held in the Meeting room on 6/3 and 6/4, I came in on Sunday and opened and closed the library for them and they were very happy with the accommodation and will most likely be asking for us to do the same next year. We have been dealing with some technology issues this month but are working through them one at a time. Having the Chicks here was quite interesting for patrons and staff. Circulation statistics are up across the boards, new library card registrations are up dramatically and foot traffic has increased as well.

New on Directors report the counting methodology for the Statewide online resources usage was discovered to be incorrect during ARIS reporting. Going forward these statistics will be adjusted to reflect proper counts and will have an asterisk next to them along with footnote as seen above.

Youth Services Report to the Trustees: July 2023

Submitted August 2, 2023 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	6	189	109
Baby Lapsit (ages 0 – 2)	4	30	32
Storytime with The Magical Years (ages 2 – 5)	1	14	14
Spanish Storytime (ages 2 – 5)	1	33	17
LEGO Club	1	6	5
Puppy Dog Tales	1	18	10
Chess Club	1	3	2
Spanish Fun Club (ages 7 – 12)	1	5	3
Axolotl Painting with Pop Up Art School (ages 8-12)	1	15	11
Scavenger Hunt: Count the Jellyfish	1 (passive)	424	n/a
Teen Anime Club: Song of the Sea (ages 11 – 15)	1	3	n/a
Needle Felt Froggy Hoop with Pop Up Art School (ages 11 – 18)	1	4	2
Pick-a-Path: Koala Cove (ages 11+)	4 (passive)	140	n/a
Take & Make: Pony Bead Jellyfish (ages 12 – 18)	1 (passive)	48	n/a
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	12	266	172
<i>Kids Program (ages 6-11) Total</i>	6	471	31
<i>Teen Program (ages 12-18) Total</i>	7	195	2
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	25	932	205
Number of Volunteers	6 adult volunteers		
Volunteer Hours	6 hours		

July Program Highlights:

--July was the unveiling of a new passive teen program: Pick-a-Path! As in Choose-Your-Own-Adventure novels, teens got to read part of a story and then select from two options to determine what the characters will do next. One of our Library Aides, Parker, took on the task of adapting a longer story into a nine-week adventure wherein our teens get to go to a mysterious island and (hopefully) rescue their missing mentor, Professor Mari Supial. Each week had great participation and garnered good discussions regarding which was the “better” choice.

--Miss Esther visited to perform two Spanish-themed events and was a huge hit with all attending families. Adults and kids alike admired her flamenco dress.

--Both Pop Up Art School visits were 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:

--Attended South Shore Young Adult Roundtable to discuss agenda items such as dealing with teen behavioral issues and Summer Reading successes for middle and high schoolers.

--The chicks from Rent-the-Chicken were picked up on July 5 by their owning farm.

Reference Requests (Reference Desk only):

Total requests:	57
General information:	11
Technology:	33
Research:	3
Item requests:	4
Passports:	6
In person:	44
Phone:	9
Email:	3
Website forms:	1

In-depth Reference help included:

- Finding a Pembroke Mariner article from 1998.
- How to download books from Libby onto a Kindle.

Adult Events:

Total: 11 events with 91 attendees, including:

- Monday, July 3rd: Movie Matinee, *Jerry & Marge Go Large* (Attendance: 11)
- Monday, July 10th: Movie Matinee, *Becoming Jane* (Attendance: 8)
- Tuesday, July 11th: Book Club, *The Sunshine Girls* (Attendance: 13)
- Monday, July 17th: Movie Matinee, *Champions* (Attendance: 11)
- Monday, July 24th: Movie Matinee, *Mamma Mia!* (Attendance: 7)
- Tuesday, July 25th: Genealogy Night (Attendance: 3)
- Wednesday, July 26th: “Find Your Voice Through Words” writing workshop with Roz Kubek (Attendance: 12)
- Monday, July 31st: Movie Matinee, *My Happy Ending* (Attendance: 4)
- Tuesdays July 11th, 18th, and 25th: Knitting (3 events, total attendance: 22)

Projects included:

- Planning all Adult events; creating flyers, calendars, 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.
- Answering submissions from the “ask a question” form on the website.
- Working on weeding and moving the physical Reference collection.

Peter’s Month

The primary thing that I’ve been doing this month is learning the ropes of my new position. I’ve been familiarizing myself with Workflows the duties that I’m going to be taking over, including planning and running the adult programming, providing reference assistance, and getting a handle on what our patrons are and aren’t looking for out of both. These include things like selecting films for, and subsequently running, the weekly movie matinees, identifying and reaching out to potential performers and or speakers, and starting the process of getting a genre book club going. I’ve also taken on a project to go back over our current reference section and see what should stay there, what should be moved to non-fiction for space and circulation, and what should be removed for no longer being useful to the library.