



Pembroke Public Library
Trustees Meeting Agenda
September 20, 2023 at 7:00 PM

Trustees' Room

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

<https://us06web.zoom.us/j/83388981703>

Meeting ID: 833 8898 1703

VISITING STAFF MEMBER

Linda Mavilia

FOUNDATION UPDATE

Bob DeMarzo

Vote regarding request for library to become primary users of the current COA building

MINUTES OF PREVIOUS MEETING:

August 16, 2023

OLD BUSINESS:

Building updates
Sunday openings discussion
New Director search
Trustees warrant signatures process
Town Meeting table

REPORTS:

July Director's Report revised
August Youth Services Report
August Adults/Reference Report
August Director's Report
August Financials

NEW BUSINESS:

Summer Reading infographic
Marketing plan formalization
Upcoming events

Any unscheduled business following the posting of the agenda

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for August 16, 2023

ATTENDING: Kathy Benvie (Director), Larissa Curley, Carol Watches, Sean Fitzpatrick (Chair) Stephanie Ciciotti, Linda MacDonald, Stephanie McBain, Bob DeMarzo, Steve Curley, Don Bryant, Maureen Jasie, and Peter Santore.

Sean Fitzpatrick, Chair, called the meeting to order at 7:02 P.M.

FOUNDATION UPDATE: Bob Demarzo apologizes for missing last meeting. Steve Curley presented a check to the Pembroke Public Library in the amount of \$3815.41 and Kathy Benvie accepted the check. Foundation has \$570,000.00 and soon to be \$590,000.00 with interest. Money will grow. Additional grants are being worked on and need solid goals. Construction cost going up. Move Trustees room over to the Council on Aging building. Move the Veterans room over there free up the Town Hall. Friends with Library storage room can be moved over to COA also. Kathy Benvie says study rooms could be made there as well. May need security cameras. Multi purpose rooms/ tutoring rooms at the COA is a possibility, Kathy Benvie states. Stephanie Ciciotti says that historical documents could be stored at the COA, better suited than an attic. No children activities will be at the Council on Aging. The parking lot at the Pembroke Public Library will need to be preserved. Carol Watches states that the movies could be over at the COA. How can we secure the building Stephanie C asked. Approach can be made to the Selectboard. Town meeting in October. Bob DeMarzo will find out how we can secure the COA building. We all agree that we would like to find a procedure to go ahead and secure the Council on Aging Building. Bob DeMarzo will speak to the town manager to inquire if this is a town meeting vote.

INTRODUCTION OF NEW GENERALIST LIBRARIAN: Peter Santore attended the meeting to introduce himself. Peter started on July 10th, 2023. Peter is

doing very well. Reaching out to all. Taking on projects. Very pleased to have him. Peter is glad to be here in Pembroke. Welcome Peter to our Library happy to have you.

MINUTES OF THE PREVIOUS MEETING: June 21,2023. Question from Stephanie McBain. Because there are two Stephanie's at the meeting we should put a last name initial so that it is clear of which Stephanie is making a comment. All agreed that would be better. Peter Santore's name was also corrected. These will be amended by Kathy B. Carol Watches motioned to accept the minutes and Stephanie C. seconded, and so it was voted.

OLD BUSINESS:

Building Updates

Plumbing issue in mens room. That was resolved. Children room carpet. September 23rd- September 30th. the carpet could take a week or a few days. Parking lines painted will be done. Tables have arrived for meeting room. Very pleased. STEM carts are also here. Makes moving them much easier. Chairs will be replaced. The old ones will go to the Town Hall. The chairs were \$8,000 verses \$9,000 so great price. Roof top replaced will be soon. Water is discolored but it is off and on. Kathy Benvie is watching this issue. Kathy states that we take water bubbler out of use when not clear.

REPORTS:

MAY YOUTH SERVICES REPORT AND DIRECTOR'S REPORT REVISED: Stephanie C. motioned to accept the minutes the May Youth Services and Director's Report. Carol Watches seconded, and so it was voted.

JUNE YOUTH SERVICES REPORT(S): Carol Watches states lots of great programs. Kathy Benvie added very talented staff. Stephanie Ciciotti like dungeon and dragon program which may be coming back states Stephanie M. Carol Watches moved to accept the Youth Services Report as written, Stephanie C seconded, and so it was so voted.

JUNE ADULTS/REFERENCE REPORT:

Sean F. asked about the sew your own chicken event and Stephanie M. stated that it was a door stop filled with rice. Stephanie C. motioned to accept the June Adults/Reference Report and Carol W. seconded, and so it was voted.

JUNE DIRECTOR'S REPORT:

Kathy B. states that on line resources she discovered during prep for ARIS report the previous director changed how that was being counted. She reported the stats that reflected searches verses actual use by a download. Kathy went back to redo the entire year. Kathy will compare the numbers every month. The next month was the same. So numbers did not need to be corrected. Great month with attendance. Bob D. asked why such a big jump in June and we see an uptick and the chicks also brought many people in as well as passports. Getting the word out that the library is open and available to the public is important. Always looking for great opportunities. We are taking over a bulletin board at the town hall about what is happening at the library. We are going to be at Pembroke Celebrates in September. Sean states a possible meet and greet at this event. Any opportunity to get people in the library. Always thinking outside of the box. Stephanie C. motioned to accept the minutes of the June Financial Report and Larissa seconded, and so it was voted.

JUNE FINANCIALS:

Kathy states end of year fiscal 2023. Finished out the year ok. Nothing unexpected. Passport were good. Left a little bit of money left to filter through. Larissa made a motion to accept the June Financials and Linda M. seconded, and so it was voted.

JULY YOUTH SERVICES REPORT:

Chickens were a big hit with the library. Always something different for the youth. Clearly a very talented staff. The scavenger hunt is always engaging. Dungeon and Dragons may be coming back. Carol made a motion to accept the July Youth Services Report. Linda M. seconded , and so it was voted.

JULY ADULTS/REFERENCE REPORT:

Carol made a motion to accept the July Reference Report and Stephanie C. seconded, and so it was voted.

JULY DIRECTOR'S REPORT:

Kathy stated a change about half way down we have a patrons registration new e-card.

Some people with e-cards will never come in the building. E-cards are verified with addresses. There is a verification process so that people from outside the state can not access the e-card, Kathy B. stated. Lots of changes, new staff. Process of hiring a cleaning service. Kathy says that we are getting some proposals. The raffle was a big hit. Carol made a motion to accept the July director's report, Linda seconded, and so it was voted.

JULY FINANCIALS:

Kathy says it the start of fiscal 2024. Some numbers are missing spot and Kathy will verify the numbers with The town office. Kathy states numbers is low because newer staff were hired in those positions at a step 1 rate. Kathy says we will be on target with the numbers. Kathy says we did not experience a reduction in the budget. We closed out building equipment and furniture. Carol makes a motioned to accept the minutes and Linda M seconded, and so it was voted.

NEW BUSINESS: Kathy reported that she had a discussion with the town manager and the Library Trustees do not need to sign the payroll. This came up after putting the agenda together for the meeting on August 16, 2023. Kathy states the town manager will sign the payroll. The town manager does sign warrants as well, but it was agreed that The Library Trustees will also sign the warrants. Stephanie C. states that it is better to have more eyes on the warrant.

ARIS: Sean will sign the ARIS. Then will be scanned and submitted to the state. Are numbers are up with attendance and programs. Kathy says we are up in over-all circulation by 4000. Kathy is attending a webinar on financials.

PREPARING FOR THE NEXT DIRECTOR SEARCH:

Kathy reports that we will not see an internal candidate at this time. It's taken a length of time. Next steps, would be to reach out the town management office for council. The interview process may have flaws and the town manager has valid expertise Stephanie C stated. Kathy went into a meeting with Bill C. one of the things they spoke about is the directors wage is too little. Bill C. will do another salary survey. Kathy has done the research on what other directors were being paid. Sean asks Kathy how long she will stay on board at the library. Kathy said she explained to Bill C. town manager, that she will be willing to stay for a transition when someone is hired. Stephanie C. will reach out to town hall for the hiring process. We discussed the process of how a director is hired.

SALARY SURVEYS/ORGANIZATIONAL CHART/PROPOSED STAFF

CHANGES: Kathy gave us a chart that compared The Library Director, Assistance Director, and various other jobs at the library. Kathy is going to suggest reconstruction. The goal is to create a position with a library aide with more responsibilities. We want to give our professional librarians more support. This is in line after the financial report. Kathy states the assistance director is in charge when the director is not there.

SUNDAY OPENINGS: Kathy brought up Sunday openings at the library. In recent years employees wanted to work on Sundays, now its a very limited staff that would like to work. Not everyone has an alarm code so its difficult. Stephanie M. did a comparison/survey on how many other libraries are open on Sunday. Out of 42 communities only 3 libraries are open on Sunday. Stephanie C. asked if it will effect our grants for a requirement. Kathy states it does not make an effect but will reverify. Kathy says it is \$470.00 to open the library on Sundays, is this worth to be open on Sunday? Can not force people to work on a Sunday. Kathy will verify with the state that this does not impact grants then we will discuss this at the September meeting.

Kathy is excited that Laura's cooking video did very well. Make your own pasta video and we loaned out a pasta machine. Discussion about more programs. 150 hits on the cooking video. Bringing people in to know about our resources.

Discussion on Pins for Pronouns: Linda M questioned the Pins for Pronouns. Kathy says that we plan and promote and review all of our offerings and we learn. If there is an event that people don't attend or no interest then they do not move forward. Kathy's door is always open and anyone is welcome to use the library. Bob D. questioned age group, and Kathy says we are learning. Planning on these programs are by Melissa and Kathy does not need to manage her agenda. Stephanie C. states the big issue is the age 11-18. Kathy said it was brought to our attention and it is noted. Sean wants it understood that even though people don't agree on the pins people should feel safe at our library. Library is a place of education and people should express their ideas.

Bob D. says Melissa does a great job. There were no registrations for the Pins for Pronoun so it was cancelled. This was under the find your voice program and was an activity of the summer reading program. Kathy says we will look at this in a full light. Everyone is welcome at the library. Doors are always open.

The next Trustee meeting is scheduled for Wednesday,September 20,2023 at 7:00 P.M.

Carol moved to adjourn; Stephanie seconded; the meeting was adjourned at 9:05 P.M.

Respectfully submitted,
Linda MacDonald
Secretary

Director's Monthly Report July 2023
Pembroke Public Library

Circulation	July 2020	July 2021	July 2022	June 2023	July 2023
Adults	2481	4815	4787	4254	4424
YA	228	537	569	424	437
Children	1084	4632	5169	4705	5183
Total:	3793	10023	10525	9383	10044
Overdrive total / (OA total):	2133	2249	2707	2346 / (752)	2359 / (792)
Hoopla total:	246	245	301	359	357
Kanopy total:			18	17	43
NY Times total:			7	12	12
Online resource usage	600	743	650	559	1066
Museum Passes	11	97	63	50	96
Overdrive patron registration	7	31	27	21	29
Patrons registered new cards (IP)	0	74	89	122	82
Patrons registered new ecards					13
Mobile holds/renewals	29	546	765	460	549
Non-resident borrowing	704	1865	1591	1673	2071
Items loaned to other libraries	2121	2371	2225	1738	1890
Item borrowed from other libraries	1861	1657	1588	1282	1312
ComCat loaned	0	11	14	20	18
ComCat borrowed	2	36 + 4	30	31 + 7	23 + 3
Passports	0	121	76	90	119
Visitor Count	0	6449	7162	8788	9376

No change in July 2022 online resources stat

Collections	July 2020	July 2021	July 2022	June 2023	July 2023
Items added	355	382	855	374	544
Items discarded	529	297	453	229	310
Items marked Missing	19	27	21	5	17

Programs	July 2020	July 2021	July 2022	June 2023	July 2023
Adult programs	1	2	12	14	11
Adult attendees	10	17	76	147	91
Youth events	5	21	27	25	25
Youth attendees	75	555	667	2237	1137

Fuller reports from the Youth Services and Reference librarians are attached.

Computer Use	July 2020	July 2021	July 2022	June 2023	July 2023
Internet	0	227	253	295	273
Juvenile	0	145	254	389	377
Total	0	372	507	684	650

Staff and other news: This month the Large Meeting room was used 36 times and the Trustees room was used 6 times. Our new Generalist Librarian, Peter, started on July 10th. Our new Custodian, Joe started on July 31st. We are now fully staffed! We have ordered 3 new public computers to replace the final Windows 7 computers. A new purchasing system is in place. Planning and budgeting for Programming for the upcoming year is in full swing. The ARIS report is in progress and has been an interesting project. Foot traffic and overall activity continues to increase over last year. The Friends Silent Auction was a welcome and fun activity to have in the library for the month.

Youth Services Report to the Trustees: August 2023

Submitted September 6, 2023 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	9	271	194
Baby Lapsit (ages 0 – 2)	5	53	53
Spanish Storytime with SELA (ages 1 – 5)	1	3	3
LEGO Club	1	9	5
Puppy Dog Tales	1	8	9
Chess Club	1	4	2
Creative Spark Writing (ages 8-12)	1	2	2
Music Makerspace (age 5-8)	n/a	n/a	n/a
Scavenger Hunt: It's Too Hot! (Comparing Temperatures)	1 (passive)	539	n/a
Teen Anime Club: InuYasha (ages 11 – 15)	1	4	n/a
Teen craft: Pronoun Pins (ages 11 – 18)	n/a	n/a	n/a
Teen Tie Dye (ages 12 – 18)	n/a	n/a	n/a
Pick-a-Path: Koala Cove (ages 11+)	4 (passive)	45	n/a
Take & Make: Foam Ramen Bowls (ages 12 – 18)	1 (passive)	60	n/a
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	15	327	250
<i>Kids Program (ages 6-11) Total</i>	5	562	18
<i>Teen Program (ages 12-18) Total</i>	6	109	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	26	998	268
Number of Volunteers	5 adult volunteers		
Volunteer Hours	5 hours		

August Program Highlights:

--As shown above, three of our unique programs were cancelled due to low registrations and several others had low attendance. Our conclusion is that this low participation stemmed from the timing of these events as programs with similar themes hosted earlier in the summer do much better overall.

Other:

--I attended South Shore Community Action Council Meeting; the main topic of discussion was the approval of the 2024 grant for Coordinated Family and Community Engagement programs (several programs of which take place in the Pembroke Public Library) and how the grant will be dispersed.
 --The Foundation generously funded the purchase of new STEM carts and equipment. These will be especially helpful during our upcoming carpet renovations (see below) to help give kids and families a fun experience in the Library.

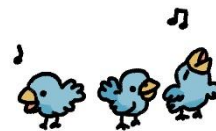
--I met with two of the Reading Specialists at Pembroke Public Schools to discuss building a decodable book collection for early readers and to schedule school visits to all three elementary schools throughout the year.

--Our new Reference and Adult Services Librarian has officially taken over volunteer coordination; volunteers listed here (and going forward, unless otherwise stated) are adults who assisted in the running of a program with their tools or expertise (ex. Therapy dog trainers for Puppy Dog Tales).

Upcoming Plans:

--The children's room will be closed September 23 to 27 for new carpeting. The Director and I have worked hard to plan a Pop-Up Library in the Meeting Room so families will still have somewhere to visit and have (limited) access to the collection.

Summer Reading Report 2023
“Find Your Voice”
June 20 – August 25, 2023



Participants

Challenge Name	# of participants	Total Reading Logged
1,000 Books Before Kindergarten (babies – pre-K)	40	1,222 books
Read & Bead Club (age 3 – grade 6)	389	119,120 minutes
Teen Read & Bead (grade 6 – 12)	39	30,689 minutes
Pages & Prizes (ages 18+)	115	571 books

**1,000 BBK is a year-round program so statistics shown are just NEW registrations and books logged during the Summer Reading Challenge.*

Comparisons to Previous Years

	# of Kids	# of Teens	Youth Reading (rounded to nearest hour)	# of Adults	Adult Reading
Summer 2023	389	39	2,496 hr.	115	571 books
Summer 2022	349	29	3,647 hr.	78	370 books
Summer 2021	243	25	1,357 hr.	62	299 books
Summer 2020	82	8	290 hr.	32	87 books
Summer 2019	500	140	3,566 hr.	127	521 books

Program Attendance for 2023

	Programs & Events	Youth Attendance	Adult Attendance
Pre-K	29	701	521
Kids	14	1,080	75
Teens	17	306	3
General Audience	2	277	20
Adults	32	n/a	261
Total Attendance	94	2,364	880

FIND
YOUR
VOICE



PEMBROKE PUBLIC LIBRARY

Summer 2023

THANK YOU, READERS!

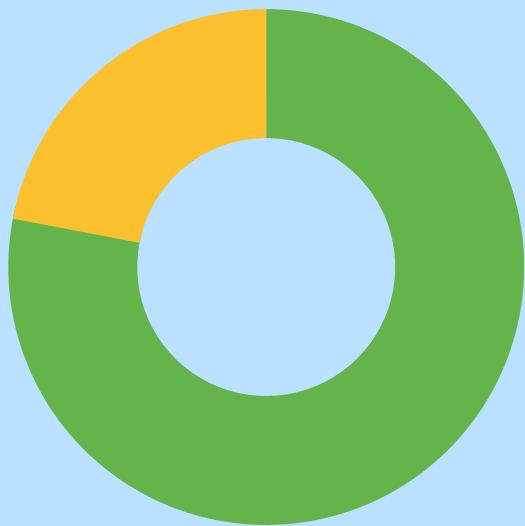


42,938

total checkouts

22%

eBooks & downloads

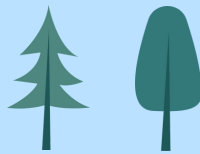


78%

books, kits, & more

27% higher than last year!

576



people registered

429
kids

39
teens

108
adults



17,280

library visits

The Library averaged 262 visitors every day during our Summer Reading Challenge!

94

events offered

KIDS

43

programs

2,377

attendees

TEENS

17

programs

309

attendees

ADULTS

32

programs

261

attendees

Did you know?

The Library offers a variety of events ALL year long for babies, kids, teens, and adults!



Scan the QR Code or visit our website to discover what's next!

August 2023 Reference/Adult Services Report

Peter Santore
9/1/2023

Reference Requests (Reference Desk only):

<u>Total requests:</u>	<u>57</u>
General information:	16
Technology:	39
Research:	2
<u>Item requests:</u>	<u>2</u>
In person:	49
Phone:	9
Website forms:	1

In-depth Reference help included:

- Converting a document to progressively larger sizes through the copy machine
- History research into the origins of Bryantville's name
- Assistance operating and navigating a latest generation smartphone

Adult Events:

Total: 12 events with 103 attendees, including:

- Tuesday, August 1st: Book Club, *The It Girl* (Attendance: 14)
- Wednesday, August 3rd: DIY Journals Workshop, led by Karen McPhee (Attendance: 10)
- Monday, August 7th: Movie Matinee, *Selma* (Attendance: 7)
- Monday, August 15th: Movie Matinee, *Book Club: The Next Chapter* (Attendance: 9)
- Monday, August 21st: Movie Matinee, *Florence Foster Jenkins* (Attendance: 7)
- Monday, August 28th: Movie Matinee, *Are you there God? It's me, Margaret.* (Attendance: 12)
- Tuesday, August 29th: Genealogy Night (Attendance: 3)
- Tuesdays August 1st, 8th, 15th, 22nd, and 29th. Knitting (5 events, total attendance: 41)

Summer Reading concluded on August 25th with 108 Adult participants logging a total of 571 books.

Projects included:

- Planning Adult events; creating flyers, calendars, and publicity blurbs; updating the website and EventKeeper.
- Gauging interest and research into potential 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.
- Answering submissions from the "ask a question" form on the website.
- Working on weeding and moving the physical Reference collection.
- Research on new additions to the library of things, components for an Adaptable/Accessible computer station, and on a new scanner for the library.
- Planning and creating new methods of advertising the Pembroke Public Library's digital research resources.

Peter's Month

I'm feeling more confident as the Reference and Adult Services Librarian. I feel like I have a good grasp of the various programs and websites that we use and I'm getting the hang of running events. I've been branching out and taking over more of my duties, including acting as the Volunteer Coordinator, talking with other public offices in Pembroke, and starting to look into other ways that we can promote the library. I've also been doing prepwork for our table at Pembroke Celebrates alongside Melissa.

Director's Monthly Report for August 2023
Pembroke Public Library

Circulation	Aug 2020	Aug 2021	Aug 2022	July 2023	Aug 2023
Adults	3961	4761	4727	4424	4432
YA	300	499	504	437	455
Children	1921	4057	5197	5183	5142
Total:	6182	9317	10428	10044	10029
Overdrive total / (OA total):	2207	2245	2879	2359 / (792)	2376 / (824)
Hoopla total:	315	259	318	357	424
Kanopy total:			46	43	26
NY Times total:			25	12	22
Online resource Usage	513	759	409*	1066	693
Museum passes	27	75	28	96	111
Overdrive patrons registration	35	37	44	29	37
Patrons registered new cards (IP)	32	58	99	82	104
Patrons registered new ecards				13	28
Mobile holds/renewals	505	511	585	549	623
Non-resident borrowing	1092	1942	3005	2071	2797
Items loaned to other libraries	2547	2389	4142	1890	1988
Item borrowed from other libraries	1774	1687	3020	1312	1454
ComCat loaned	0	28	12	18	13
ComCat borrowed	0	23 + 6 PTP	34 + 6PTP	23 + 3	30 + 3
Passports	12	132	121	119	157
Visitor Count	2130	6697	6640	9376	7904

*correction to previous reporting

Collections	Aug 2020	Aug 2021	Aug 2022	July 2023	Aug 2023
Items added	575	431	689	544	530
Items discarded	122	376	1389	310	539
Items marked Missing	45	27	56	17	17

Events	Aug 2020	Aug 2021	Aug 2022	July 2023	Aug 2023
Adult programs	3	1	14	11	12
Adult attendees	17	11	98	91	103
Youth events	3	13	21	25	26
Youth attendees	13	305	732	1137	1266

Fuller youth services and adult reports are attached.

Computer Use	Aug 2020	Aug 2021	Aug 2022	July 2023	Aug 2023
Internet	108	287	309	273	268
Juvenile	0	159	309	377	358
Total	108	415	618	650	626

Staff and other news:

The ARIS was submitted in August and work has begun on the Financial Report. I attended a webinar for State Aid Training. I attended the Friends' meeting to update them on the progress of the Meeting room chairs and to thank them for all of their support. The carpet for the Children's room was ordered and we are looking for the project to commence at end of September. I met with the Water Superintendent to discuss our water discoloration and a plan has been formulated that hopefully will address the problem and prevent future reoccurrence. A cleaning company has been retained as we do not have a custodian. Thankfully, the new tables have eased some of the challenge of setting up and breaking down the Meeting room.