



Pembroke Public Library
Trustees Meeting Agenda
October 18, 2023 at 7:00 PM

Trustees' Room

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

<https://us06web.zoom.us/j/87865365374>

Meeting ID: 878 6536 5374

FOUNDATION:

Bob DeMarzo update

MINUTES OF PREVIOUS MEETING:

September 20, 2023

OLD BUSINESS:

Building updates
New Director search
Sundays reporting

REPORTS:

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

NEW BUSINESS:

Minimum Staffing Policy
Town Meeting October 24th Library capital
Famers Market inquiry
Upcoming events

Any unscheduled business following the posting of the agenda



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for September 20, 2023

ATTENDING: Kathy Benvie (Director), Larissa Curley (via zoom), Carol Watches, Mary Beth Courtright, Stephanie Ciciotti, Linda MacDonald, Bob DeMarzo, Stephanie McBain, Linda Mavilia, and Paul Gransauil.

Stephanie Ciciotti (alternate chair) called the meeting to order at 7:02 P.M.

Please note that this meeting is being 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. Board member Larissa Curley 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.

VISITING STAFF MEMBER: Linda Mavilia has been an employee at the Pembroke Public Library for 27 years. She started in the old building as a page. Linda is coming up on her 14th anniversary as a full time employee. Linda is super amazing. She can fix anything. Linda teaches other employees her ultimate library skills. She is the passport agent, has patience, is involved with the museum passes, a great communicator, and is a perfectionist. Linda spends many hours repairing books, stating that glue is a big factor with this project. A big thank you to Linda for all the years that you have given to our library. We appreciate you, your talent, your smile, and incredible sense of humor. Her job is never ending always something to do, and whatever she comes across Linda makes it happen.

FOUNDATION UPDATE: Bob DeMarzo is pursuing another grant for the library. A request for 3600.00 dollars. 3000.00 for an assisted technology computer with a large monitor and keyboard, and 600.00 for head phones, designed specifically for young children. Bob says before the end of the year we should be receiving this check. This will put us up to 670,000 plus interest. Verbal commitment to fast track gift of a million dollars. Bob mentioned books and computers said the courtyard idea was not popular. Bob sent the construction cost to the contractor. Paul Gransauil said time was donated to us. They will put together an estimate. Paul G. will meet with the contractors and pro rate the project. Bob said that we will be up to a million dollars and the 170,000 also added plus the interest and that we can raise money ourselves. Right goal and right plan funds can be matched. For every dollar we raise, 4.00 will be given. Bob talks to Kathy about the

COA. Move the trustee room to COA. Kathy said it would be good to use this area for uses that does not need staffing. Bob said to move storage from the Friends over the COA. Bob would like to move the veterans office to the COA. Carol W. mentions podcast studio or study rooms. We could have a code to check in to a room themselves. Small study rooms would be great, Kathy mentioned. A room with zoom meetings with would be another great idea. Storage area would be a bonus. Can store books that come in for donations. We make good money on book sales. Document storage, as Stephanie C. mentioned would be great too as these documents could be ruined in the attic. Bob says we need a formal vote tonight. Trustees will type up a request for the COA building to be part of the library. Paul will look into state codes. It is a step by step process. Mary Beth drew up a request to present to the town manager. Request is written as such: "Ask the town manager to approve the Trustees of the Library request for the Pembroke Public Library to become the primary user of the current COA building dependent upon satisfactory feasibility studies." Mary Beth makes a motion to accept this request, Carol Watches seconded, and so it was voted. Roll call votes yes from all trustees.

MINUTES OF THE PREVIOUS MEETING: (August 16, 2023)

Two changes. One McBain was spelled incorrectly and that will be correct by Kathy. And the other change is Carol Watches motioned not Mary Beth Courtright on July Youth Services Report on the third page. This will also be corrected by Kathy Benvie. Carol Watches made a motion to accept the minutes of the previous meeting on August 16, 2023, Larissa seconded and so it was voted. Roll call vote all voted yes.

OLD BUSINESS: Building updates: Kathy has informed us the new carpeting will start soon. Friday September 23, 2023 will be starting and we will have a pop up room for the Children's room. Kathy does not anticipate any issues. Cleaning company is doing fine. Challenge not having a custodian. Table and chairs make set up and take down easier but would be better with a custodian. Kathy has a budget meeting with the town manager. Chairs have arrived and they have a nice cushion and it looks fresh with new blinds too. Paving project Kathy got some bids. Town manager is looking over the bid. We have the funding and DPW has helped but this is still in process, has to do with cost. New leak in roof, in the meeting room in the corner. Roofer is going to look at it tomorrow. Also Kathy mentioned that the alarm system is acting up. Big doors are starting to degrade. Problems with threshold. Doors need attention. Door count has been fixed, the software.

SUNDAYS OPENING DISCUSSION: Kathy is concerned about Sunday staffing. Stephanie M. and Janet worked on finding out if Sundays can be staffed. Kathy checked with the state and we would still be over our hours requirement. Demands have changed for Sunday openings. We can staff Sundays this year. Fiscal 2024 working on now, not calendar year.

We don't want to muddy waters with any funding. Looking into writing up a new staffing policy that did not take place with the last director of the library. Voted to write it but never written. Kathy would like to discuss fiscal 2025 with the trustees. Do we wish to be open. Stephanie C. says that some libraries do seasonal Sundays. We do change our hours

seasonally. Kathy said the two libraries in our network that are open are only open seasonally. Kathy says it was technology driven people who were relying on the library but now have their own computers since 2020. Sunday we have a girl scout troop that meets but they are the only one. Kathy would like to get the salaries squared away as well with the Library employees. Take a look at the numbers on Sundays for now suggested by Mary Beth Courtright. Kathy says we would need to know by the town meeting. Warrant opens February and closes beginning of April. Financial report is being done for the state.

DIRECTORS SEARCH: Stephanie C. is going to be meeting with Bill C. for guidelines for the process in the search. Kathy says ALA renewal came through for 314.00 dollars. They were posting the job for the Director, it is a good outlet for finding good talent.

TRUSTEES WARRANT SIGNATURE PROCESS: Good practice for the trustees to sign the warrant. It would be good for two signatures. Communicate who signs. So the second person that signs let everyone know that the warrant is signed. We will set up a text group for communication.

TOWN MEETING TABLE: Melissa and Peter will be manning a table at the town meeting lobby entry. Prior to the town meeting, another outreach for us. We also were at the Pembroke Celebrates. Peter had some guessing games, and handed out prizes. Good to get out there.

JULY'S DIRECTOR'S REPORT REVISED: Kathy made a revision on a number. A number was repeated and it was updated 1890. Carol Watches motion on the July's Director's Report Revised, Mary Beth seconded, and so it was voted. Roll call we all said Yes.

AUGUST YOUTH SERVICE REPORT: Make and Take project are projects that can be done at home. Passive projects Stephanie C. asked about. The scavenger hunt is a passive project as well. Carol W. made a motion to accept the August Youth Service Report, Mary Beth C. seconded, and so it was voted. Roll call was a yes by all.

AUGUST ADULTS/REFERENCE REPORT: Very busy. Peter stepped right in. Peter is starting a mystery book club. Some things are being moved. Linda made a motion to accept the August 2023 Adults/Reference Report and Carol W. seconded, and so it was voted. Roll Call is a yes by all.

AUGUST DIRECTOR'S REPORT: Water will be getting flushed out. Our fire lines will also be flushed. Every six month this will be done. We have more sediment because of the Library location. Town will flush and fire lines will be flushed. Kathy said we can do the flushing during the day. Mary Beth made a motion to accept the August Director's Report, Larissa seconded and so it was voted. Roll Call is a yes from all.

AUGUST FINANCIALS: Good news all updated. Balances are in as of July 1, 2023. Kathy did all the minor adjusting. It is in the notebook where we sign the warrants. Kathy

will compare as she gets reports. Kathy says it is meeting our mark and any drop off in funding, the more people who know it the better off we all are. Having financials and comparing to town financials. Understanding what drives the numbers. Carol asks do we need to worry about the passport balance? It was a large balance in a revolving fund. Kathy said there will not be an issue with this. Money needs to be spent wisely. Some of it is earmarked. Carol made a motion to accept the August Financials, Larissa seconded and so it was voted. Roll call vote is a yes from all.

NEW BUSINESS:

SUMMER READING INFOGRAPHIC: Melissa did a wonderful infographic. Comparing with a infographic gives you visual information nice and cleanly. Posted in the library and the infographic also has a QR code.

MARKETING PLAN FORMALIZATION: Staff is working on marketing plan. Melissa is the spearheading this plan ,Stephanie M. and Peter are assisting. Documents will be shared once done. At each trustee meeting we are going to read about up coming events. Big events that are coming up. Also this will be presented at the Selectboard Meetings. and on this week in Pembroke on PAC TV. We are trying different avenues as ways to promote the library. The town hall now has a Library events bulletin board. Peter completed a public service announcement. Kathy is going to tell the trustees about up-coming events. Witches Story Time is Wednesday, October 11th for ages 4-8 4:00- 4:45 P.M.

ASL hour October 17th from 4-5 P.M. Ages 12-14. 6;30-7:30 P.M. Tuesday.

On Thursday October 19th, Thursday The Greater of Boston Paranormal Associates are coming. A group who share an interest in paranormal. Raffle door prize 2 tickets for ghost hunting at USS Salem. Tickets are to be claimed 18 and over. One of the team members is a Pembroke resident. Equipment will be shown.

Thursday October 26th, Bootacular with COA in collaboration.
Exciting events are taking place.

Next Trustee Meeting is October 18, 2023 at 7:00 P.M.

Mary Beth moved to adjourn; Carol W. seconded; the meeting was adjourned at 8:36 P.M. Roll Call voted yes by all.

Respectfully submitted,
Linda MacDonald
Secretary

Youth Services Report to the Trustees: September 2023

Submitted October 13, 2023 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	5	126	85
Baby Lapsit (ages 0 – 2)	4	53	53
Magical Year Early Learning Storytimes (off-site)	3	102	11
LEGO Club	1	16	8
Puppy Dog Tales	1	4	4
Chess Club	1	1	1
Scavenger Hunt: Counting Classmates	1 (passive)	225	n/a
Scavenger Hunt: Fox’s Feelings (Pop-Up Library)	1 (passive)	18	n/a
Bryantville Open House (off-site)	1	122	61
Hobomock Open House (off-site)	1	100	50
North Pembroke Open House (off site)	1	125	63
North Pembroke 1 st Grade Storytime (off-site)	4	62	4
Teen Anime Club (ages 11 – 15)	1	1	n/a
Take & Make: Yarn Bugs (ages 12 – 18)	1 (passive)	48	n/a
Pembroke Celebrates (all ages)	1	45	30
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	12	281	149
<i>Kids Program (ages 6-11) Total</i>	12	673	191
<i>Teen Program (ages 12-18) Total</i>	2	49	n/a
<i>General Audience (all ages) Total</i>	1	45	30
TOTALS	27	1,048	370
Number of Volunteers	4 adult volunteers		
Volunteer Hours	4 volunteer hours		

September Highlights:

--As shown above, September was a big month for off-site visits. Peter and I collaborated for the outreach at Pembroke Celebrates.

--The children’s room now has new carpet! During the renovation process, the youth library was closed and a small “Pop-Up Library” was opened in the Meeting Room for three days. We would like to thank the Foundation for the STEM carts purchased, which were heavily used and greatly appreciated in the smaller Library. These carts will be used more for specialized STEM playtimes.

Upcoming Events:


--BOO-tacular on Thursday, Oct. 26 from 4:30-5:30pm: Trick-or-Treating, games, and crafts at the Library and Council on Aging.

--Anime Club on Thursday, Nov. 9 from 4:00-5:30pm: Ages 11 - 15 are invited to watch anime, snack, craft and socialize. This month attendees will watch episodes 4 - 6 from Demon Slayer (Rated TV-14) and craft Kasugai Crows from yarn.

- Chess Club on Wednesday, Nov. 15 from 4:00-5:00pm: All ages (youth and families) can learn and play chess. No previous experience required!
- ASL Hour on Tuesday, Nov. 28 from 4:00-5:00pm: Ages 5 - 7 and their caregivers will learn their ABCs and simple words through play and games in American Sign Language with a special guest who was born deaf and uses ASL to communicate.
- Teen Craft & Community Service on Thursday, Nov. 30 from 4:00-5:30pm: Middle and high school students may join the Library in donating their time and creativity to make handmade cards for "Cards for Hospitalized Kids."


Other:

- Created new "Bookplate Dedication Donation" form for patrons who wish to dedicate books to loved ones.
- Rebuilt EventKeeper calendars for online use.




**November
2023**

November Special Events for Teens


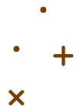


Anime Club: Demon Slayer
Thursday, November 9 from 4:00-5:30pm
 Ages 11 - 15 are invited to watch watch episodes 4 - 6 from Demon Slayer (Rated TV-14) and craft Kasugai Crows from yarn.

Teen Craft & Community Service
Thursday, November 30 from 4:00-5:30pm
 Middle & high school student can earn community service hours and get creative by making cards for "Cards for Hospitalized Kids."



Visit linktr.ee/pembrokepubliclibrary for more info or to register for our Community Service event.

Pictured above is a copy of our half-page handouts created for teens. Our October handout has already proven effective by bringing in many more attendees for that month's Anime Club (stats for the event will be presented in next month's report).

September 2023 Reference/Adult Services Report

Peter Santore

10/02/2023

Reference Requests (Reference Desk only):

<u>Total requests:</u>	<u>61</u>
General information:	17
Technology:	39
Research:	2
<u>Item requests:</u>	<u>3</u>
In person:	46
Phone:	13
Email:	1
Website forms:	1

In-depth Reference help included:

- Instruction in use of a word processor and identifying the solution to an unexpected formatting issue
- Helped patron get digital loans onto their kindle, discovered problem involved patron not having a library card with us
- Instruction on use of and information on patron's smartphone, from basics. Additionally, provided further reading the patron could do to reinforce lessons when requested to do so.

Adult Events:

Total: 10 events with 68 attendees, including:

- Tuesday, September 6th: Book Club, *The Banned Bookshop of Maggie Banks* (Attendance: 17)
- Monday, September 11th: Movie Matinee, *Love Again* (Attendance: 9)
- Tuesday, September 12th: Informational Session, *What Happens When the Paychecks Stop* (Attendance: 2)
- Wednesday, September 13th: Author Talk, *Fighting Fire* (Attendance: N/A)
- Monday, September 18th: Movie Matinee, *Dungeons and Dragons: Honor Among Thieves* (Attendance: 2)
- Tuesday, September 26th: Genealogy Night (Attendance: 5)
- Tuesdays, September 5th, 12th, 19th, and 26th. Knitting (4 events, total attendance: 35)
- Wednesdays, September 6th, 13th, 20th. Yoga (3 events, total attendance: 16)

Volunteers:

- 5 Youth Volunteers, 16 total youth volunteer hours
- 1 Senior Tax Work Off Volunteer, 16 total volunteer hours

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.
- Created a new advertising display for the digital resource: Universal Class.
- Finished preparation for Pembroke Celebrates and staffed the Library table there, alongside Melissa.

Peter's Month

I think I have a solid handle on my duties at this point, though there is always more to learn and more that I can improve. I've put a lot more time into advertising our digital Research and Learning resources, and those projects are coming along nicely. I'm getting more confident in serving as the Volunteer Coordinator and have gotten a few more returning volunteers. I also think that Pembroke Celebrates went well, there was good engagement with the games we provided and people seemed interested in our upcoming programming.

**Director's Monthly Report for October 2023
Pembroke Public Library**

Circulation	Oct 2020	Oct 2021	Oct 2022	Sept 2023	Oct 2023
Adults	4516	4151	4040	4071	4079
YA	317	259	319	338	326
Children	3455	3514	4057	4365	4012
Total:	8338	7924	8416	8774	8417
Overdrive total / (OA total):	1858	1942	1956	2426 / (814)	2672 / (766)
Hoopla total:	225	260	368	384	400
Kanopy total:			135	79	84
NY Times total:			26	7	8
Online Resources Usage	831	676	352*	548	1060
Museum passes + Hotspot loans	10	34	40	47	28 + 9
Overdrive patrons registered	14	19	18	40	27
Patrons registered new cards (IP)	26	54	54	84	92
Patrons registered new ecards				17	7
Mobile holds/renewals	618	428	435	680	505
Non-resident borrowing (user cat2)	1652	1716	1633	1841	1732
Items loaned to other libraries	2514	2029	2171	1928	1823
Item borrowed from other libraries	1985	1344	1476	1429	1433
ComCat loaned	15	13	21	19	13
ComCat borrowed	26+1	28	27+3 PTP	27 + 3	35 + 4
Passports	22	53	124	121	109
Visitor count	2537	6234	6960	6192	6999

*correction to previous reporting

Collections	Oct 2020	Oct 2021	Oct 2022	Sept 2023	Oct 2023
Items added	426	660	570	507	407
Items discarded	980	322	897	514	755
Items marked Missing	22	20	13	14	13

Events	Oct 2020	Oct 2021	Oct 2022	Sept 2023	Oct 2023
Adult programs	3	11	15	10	16
Adult attendees	71	82	145	68	145
Youth events	5	15	18	27	28
Youth attendees	120	507	573	1418	1175

The full Youth Services and adult reference reports are attached.

Computer Use	Oct 2020	Oct 2021	Oct 2022	Sept 2023	Oct 2023
Internet	143	247	257	250	260
Juvenile	0	110	187	193	213
Total	143	357	444	443	473

Change to this report beginning this month. Museum passes will now have Hotspot loans broken out. Previous reports contained both Museum passes and Hotspot loans added together and reported as Museum passes.

This October the meeting room was used 40 times. Trustees Room was used 12 times.

Staff and other news:

October was a busy month with many different programs and activities which included the popular Halloween Boo-tacular in collaboration with the CoA and a well-attended presentation from the Greater Boston Paranormal Associates. We had a table at the entry to Town meeting that Melissa and Peter manned for outreach. The FY25 initial budget preparation has begun. Mattakeesett Garden club met with Melissa and I to discuss their interest in improving the landscaping in the Story garden area and also some ideas for the front of the building. The Friends had a successful Book and Bake sale as well as very successful Basket raffle. I have the initial use statistics for Sundays to give to the Trustees.