

Pembroke Public Library
Trustees Meeting Agenda

October 23, 2024 at 7:00 PM
Trustees' Room

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

<https://us06web.zoom.us/j/89609579115>

Meeting ID: 896 0957 9115

Welcome Julia Nee, Library Director

Friends news

Foundation news

MINUTES OF PREVIOUS MEETING:

July 17, 2024
July 22, 2024
August 21, 2024
September 18, 2024

REPORTS:

August Youth Services Report
Summer Reading 2024
August Adults/Reference Report
August Director's Report
Financials
September Youth Services Report
September Adults/Reference Report
September Director's Report
Financials

OLD BUSINESS:

Building updates

NEW BUSINESS:

Annual Report FY24
Timeline for transition
Upcoming events

Any unscheduled business following the posting of the agenda



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes for July 17, 2024

ATTENDING: Kathy Benvie, Director, Stephanie Ciciotti, Chair, Mary Beth Courtright, Larissa Curley, Linda MacDonald, Sharon Stearns, Erin Columbare, Stephanie McBain, Bob DeMarzo, and Kelsey Casey and Don Bryant.

Stephanie Ciciotti called the meeting to order at 6:58 PM.

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. This meeting is also made available through Zoom platform via remote participation in accordance with the requirement of 940 CMR 29.10 via Zoom platform.

INTRODUCTION: The Board of Trustees introduced ourselves to Kelsey Casey as well as all who attended. This is an interview with The Board of Trustees for the Director of The Pembroke Public Library position.

FRIENDS NEWS: Kathy recently attended a Friends meeting. The Friends of the Library have some auction items in the Library. Kathy spoke with them about sponsoring a craft at the farmers market/ story time.

FOUNDATION NEWS: Foundation representatives Bob DeMarzo and Judy Parks met with staff members Kathy Benvie, Stephanie McBain and Melissa McCleary and Trustee Sharon Stearns to discuss proposed addition space and uses. We are looking at a smaller addition to be cost effective. Bob met with plumber as well. Kathy looked into State building assistance grants and this project is not eligible..

MINUTES OF PREVIOUS MEETING: July 5, 2024 Correction on Sharon Stearns name. Will be corrected. Sharon S. made a motion to amend this change and Erin seconded and so it was voted by all.

JULY 26, 2024: Spelling on a name will be corrected. Larissa made a motion to amend this change and Erin seconded and so it was voted by all.

JUNE YOUTH SERVICES REPORT: Bug day was amazing. 120 children. Linda M. made a motion to accept the June Youth Services Report and Mary Beth seconded and so it was voted.

JUNE ADULTS/REFERENCE REPORT: Report looks good Mary Beth made a motion to accept the June Adults Reference Report, Erin seconded and so it was voted by all.

JUNE DIRECTOR'S REPORT: Larissa made a motion to accept the June Director's Report, Linda M. seconded and so it was voted by all.

FINANCIALS: Two reports ended up year end FY24 and FY25. Trust fund was not updated but Kathy has the new year end totals and will see them in next month's financials. They will increase. Linda M. made a motion to accept the Financials, Sharon seconded and so it was voted by all.

OLD BUSINESS: Building updates: The HVAC system had several repairs done and they are functioning.

After meeting with Kelsey Casey it was unanimously decided that Kelsey is a great fit for our library. Will move forward with Kelsey after meeting with Bill Chenard on Monday. Agreed to removing the ALA ad.

Annual report will be added to the August Library Trustee meeting.

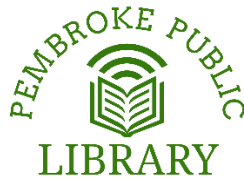
NEW BUSINESS: Upcoming Events: Kathy advised us of the all the events coming up at the library.

Next meeting is August 21, 2024 at 7PM.

Stephanie C. made a motion to adjourn the meeting at 9:08 PM. Erin C. seconded and so it was voted by all.

Respectfully submitted,

Linda MacDonald
Secretary



**Pembroke Public Library
Trustee Meeting Agenda
July 22, 2024**

Special meeting with William Chenard, Town Manager

ATTENDING: Kathy Benvie, (Director) Stephanie Ciciotti, Chair, Mary Beth Courtright, Larissa Curley, Linda MacDonald, Bob DeMarzo, William Chenard and Erin Columbare (via zoom at 7:20 p.m.).

Meeting called to order at 7:05 PM by Stephanie Ciciotti, Chair.

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 minutes of the meeting. All comments made in open session will be recorded. All participants are 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.

Questions and Answers with William Chenard, Town Manager:

The Library Board of Trustees discussed the responsibilities of The Town Manager versus the responsibilities of the Library Board of Trustees.

REFERENCES FOR KELSEY CASEY: Mary Beth C. reviewed and checked two out of three references for Kelsey.

Waiting on one more reference before finalizing the decision on hiring Kelsey.

Stephanie C. made a motion for the Trustees to put together a job offer pending the outcome of the third reference. Mary Beth seconded the motion with a roll call of yes from all.

Meeting adjourned by Stephanie C. at 8:31 PM.

Respectfully submitted,

Linda MacDonald
Secretary



PEMBROKE PUBLIC LIBRARY

BOARD OF TRUSTEES

Meeting Minutes for August 21, 2024

ATTENDING: Kathy Benvie (Director), Larissa Curley, Stephanie Ciciotti (Chair), Stephanie McBain (Assistant Director), Mary Beth Courtright, Sharon Stearns, and Erin Columbare.

Stephanie Ciciotti, Chair, called the meeting to order at 7:05P.M.

FRIENDS NEWS: No meeting this month, but the silent auction was successful.

FOUNDATION NEWS: RFP for architect is being proposed for build project.

MINUTES OF PREVIOUS MEETING(S): The open meeting minutes from the July 17, 2024 meeting were reviewed. Will vote on the next meeting after changes and corrections are made. The minutes of the July 22, 2024 meeting were reviewed. Mary Beth moved to postpone the minutes until the next meeting, Sharon seconded, and it was so voted.

YOUTH SERVICES REPORT: The Youth Services report for July was reviewed. Mary Beth moved to accept the report as written, Erin seconded, and it was so voted.

ADULT REFERENCE REPORT: The Reference Librarian's report for July was reviewed. Sharon moved to accept the Reference Librarian's report as written, Erin seconded, and it was so voted.

DIRECTORS REPORT: The Director's report for July was reviewed. Larissa moved to accept the report as written, Sharon seconded, and it was so voted.

FINANCIAL REPORT: The Financial report for July was reviewed. Sharon moved to accept the report as written, Mary Beth seconded, it was so voted.

OLD BUSINESS: *Building Updates* - Getting weatherization project done over the next couple of weeks; lock on staff room door fell apart, locksmith came in to repair. Someone coming in to discuss cameras and the security system.

Search Committee Update - During final negotiations, Kelsey Casey stated she was no longer interested in the position. An additional candidate for the position of Library Director was interviewed by the Search Committee. She will be moving forward with the candidate interview with the Board. The Committee would not like to repost the position to the ALA job list at this time.

Annual Reports FY22 and FY23 - Kathy went back and created the reports that had been missing in previous years. There were a couple of corrections that Kathy would like to make but the Board reviewed them and were happy with the reports. For FY24 Mary Beth requested

that the formatting be updated to be consistent with all the reports.

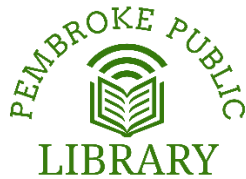
OLD BUSINESS: *Aris* - Kathy reported that the ARIS report had been completed and submitted on time. Board reviewed the reports and was happy to have that completed.

Upcoming Events - Kathy shared the upcoming events at the library which can be found on the website.

The next Trustee meeting is scheduled for Wednesday, September 18, 2024 at 7:00 P.M. Mary Beth moved to adjourn, Erin seconded; the meeting was adjourned at 8:08 P.M.

Respectfully submitted,

Stephanie Ciciotti, Chair



**PEMBROKE PUBLIC LIBRARY
BOARD OF TRUSTEES**

Meeting Minutes for September 18, 2024

ATTENDING: Kathy Benvie (Director), Larissa Curley, Stephanie Ciciotti (Chair), Mary Beth Courtright, Linda MacDonald, Sharon Sterns, Erin Columbare, Bob DeMarzo, and Julia Nee.

Stephanie Ciciotti, Chair, called the meeting to order at 7:02 P.M

INTERVIEW WITH JULIA NEE FOR THE LIBRARY DIRECTORS POSITION.

The board of Trustees interviewed Julia Nee. The interview was completed. We discussed the interview. Pending hire for Julia Nee until the references are reviewed and completed by Mary Beth.

Pembroke community is mourning several losses in town therefore a decision by the Library Trustee Board has been made to table this meeting and minutes until October 16, 2024.

Stephanie C. made a motion to hire Julia Nee pending references, Linda seconded and so it was voted.

Mary Beth made a motion to table this meeting until next month, Sharon seconded and so it was voted.

The next Trustee meeting is scheduled for Wednesday, October 16, 2024 at 7:00 P.M.

Respectfully submitted,

Linda MacDonald, Secretary

Youth Services Report to the Trustees: August 2024

Submitted September 10, 2024 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 - 5)	8	262	179
Baby Lapsit (ages 0 - 2)	5	65	59
LEGO Club	1	18	10
Puppy Dog Tales	1	3	2
Chess Club	1	7	4
Scavenger Hunt: Seashell Shapes	1 (passive)	598	n/a
Farmers Market Storytime & Craft (off-site outreach) (ages 4 - 8)	1	6	4
Origami Bookmarks (on-site outreach w/ Community Center) (ages 9 - 12)	1	28	6
Teen Anime Club (ages 11 - 15)	1	3	n/a
Take & Make: Yarn Hedgehogs (ages 12 - 18)	1 (passive)	60	n/a
Sand Art Central (ages 5 - 15)	1	28	16
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	13	327	238
<i>Kids Program (ages 6-11) Total</i>	6	660	26
<i>Teen Program (ages 12-18) Total</i>	2	63	
<i>General Audience (multigenerational) Total</i>	1	28	16
TOTALS	22	1078	280
Number of Volunteers	2 adult volunteers		
Volunteer Hours	2 volunteer hours		

August Program Highlights:

--Summer Reading conclude on August 23rd; a full report on statistics for participation and attendance is included and as well as an infographic.

Upcoming Events:

--*Raising a Reader* (ages 3-5) on Thursdays at 10:30am from Sept. 12 - Oct. 10 - Big Ryan's Tall Tales welcomes all parents and their children to come to this 6-week series on making stories where language comes alive. This program is sponsored by South Shore Family Network, a program of the South Shore Community Action Council.

--*Tackling Test Anxiety* on Sept. 17 at 2:00pm - Ages 5 - 8 and their caregivers are invited to join local author Kathleen Jeffrey as she reads her new book "Katie's Really Bad Day" and discusses methods to calm test anxiety in young children.

--Miss Melissa will be performing outreach at the Elementary School Open Houses and at Pembroke Celebrates!

Other:

--Contributed to Director Screening Committee.

--Created promotional materials and online page for the new Educate Station database; this resource has weekly/monthly learning plans and downloadable worksheets for Pre-K to grade 5.

Summer Reading Report 2024

“Read, Renew, Repeat”

June 17 – August 23, 2024

Participants

Challenge Name	# of participants	Total Reading Logged
1,000 Books Before Kindergarten* (babies – pre-K)	28	3,102 books
Read & Bead Club (age 3 – grade 6)	363	134,111 minutes
Teen Read & Bead (grade 6 – 12)	39	31,400 minutes
Pages & Prizes (ages 18+)	140	813 books

*1,000 BBK is a year-round program so statistics shown reflect only books and readers logged during the summer.



Kids and teens logged 114 days' worth of reading while adults logged an average of 5 books per person!



Comparisons to Previous Years

	# of Kids	# of Teens	Youth Reading (rounded to nearest hour)	# of Adults	Adult Reading
Summer 2024	363	39	2,758 hr.	140	813 books
Summer 2023	389	39	2,496 hr.	108	571 books
Summer 2022	349	29	3,647 hr.	78	370 books
Summer 2021	243	25	1,357 hr.	62	299 books

Program Attendance for 2024

	Programs & Events	Youth Attendance	Adult Attendance
Pre-K	29	823	628
Kids	21	1,675	198
Teens	5	139	3
Multigenerational	3	65	35
Adults	32	n/a	239
Total Attendance	90	2,702	1,103

August 2024 Reference/Adult Services Report

Peter Santore
09/10/2024

Reference Requests (Reference Desk only):

<u>Total requests:</u>	99
General information:	16
Technology:	77
Research:	02
<u>Passport:</u>	<u>04</u>
In person:	86
Phone:	10
Email:	01
Website:	02

In-depth Reference help included:

- Located newspaper articles relating to a specific car-crash that occurred in the area in 1975
- Gave assistance in using social media to post a fundraiser
- Provided assistance in navigating a website, as well as content creation for that website
- Provided information relating to Pembroke's former Moon Tree

Adult Events:

Total: 13 events with 92 attendees, including:

- Monday, August 5th, Movie Matinee, *About Time* (Attendance: 4)
- Tuesday, August 6th: Book Club, *Tom Lake* (Attendance: 15)
- Wednesday, August 7th, *Craft Night: Upcycled Bottle Planters* presented by Peter S. (Attendance: 9)
- Monday, August 12th: Movie Matinee, *Annihilation* (Attendance: 6)
- Thursday, August 15th, Mystery Book Club, *The Silent Patient* (Attendance: 4)
- Monday, August 19th: Movie Matinee, *Groundhog Day* (Attendance: 1)
- Thursday: August 22nd, *The Joy of Composting* presented by Ann McGovern (Attendance: 9)
- Monday, August 26th: Movie Matinee, *Les Misérables* (Attendance: 6)
- Tuesday, August 27th: Genealogy Night (Attendance: 5)
- Tuesdays, August 6th, 13th, 20th, and 27th. Knitting (4 events, total attendance: 33)

Volunteers:

- 13 Youth Volunteers, 28 total volunteer hours

Projects:

- 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 reviewing LibraryAware-generated genre newsletters to ensure 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

Outreach:

- Town Hall Visit and Notice Board Update
- Pembroke Farmer's Market on 8/10, 8/24
- PACTV PSA Day recording

**Director's Monthly Report for August 2024
Pembroke Public Library**

Circulation	Aug 2021	Aug 2022	Aug 2023	July 2024	Aug 2024
Adults	4761	4727	4432	4714	4605
YA	499	504	455	447	460
Children	4057	5197	5142	5113	4685
Total:	9317	10428	10029	10274	9750
Overdrive total / (OA total):	2245	2879	2376 / (824)	2828 / (942)	2797/(1000)
Hoopla total:	259	318	424	472	523
Kanopy total:		46	26	67	55
NY Times total:		25	22	164	210
Online resource Usage	759	409*	693	564	925
Museum passes	75	28	111	87 + 12	88 + 10
Overdrive patrons registration	37	44	37	36	47
Patrons registered new cards (IP)	58	99	104	123	134
Patrons registered new ecards			28	18	20
Mobile holds/renewals	511	585	623	473	512
Non-resident borrowing	1942	3005	2797	1939	2080
Items loaned to other libraries	2389	4142	1988	2068	1834
Item borrowed from other libraries	1687	3020	1454	1421	1353
ComCat loaned	28	12	13	31	24
ComCat borrowed	23 + 6 PTP	34 + 6PTP	30 + 3	37 + 4	31 + 9
Passports	132	121	157	102	135
Visitor Count	6697	6640	7904	8781	7950

Collections	Aug 2021	Aug 2022	Aug 2023	July 2024	Aug 2024
Items added	431	689	530	590	468
Items discarded	376	1389	539	752	940
Items marked Missing	27	56	17	11	42

Events	Aug 2021	Aug 2022	Aug 2023	July 2024	Aug 2024
Adult programs	1	14	12	14	13
Adult attendees	11	98	103	113	92
Youth events	13	21	26	29	22
Youth attendees	305	732	1266	1818	1358

Fuller youth services and adult reports are attached.

Computer Use	Aug 2021	Aug 2022	Aug 2023	July 2024	Aug 2024
Internet	287	309	268	488	434
Juvenile	159	309	358	435	418
Total	415	618	626	923	852

Staff and other news: The Large Meeting room was used 28 times and the Trustees room 16 times.

The ARIS was submitted in August and work has begun on the Financial Report/ State Aid Compliance report. I attended a webinar for the Financial report's preparation. Building activity continues to increase. We see patrons staying longer and using resources here in the building more and at greater length, the computer use count shows this increase.

Youth Services Report to the Trustees: September 2024

Submitted October 2, 2024 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	8	216	160
Baby Lapsit (ages 0 – 2)	4	63	64
Raising a Reader with Big Ryan (ages 3 – 5)	3	33	30
LEGO Club	1	10	5
Puppy Dog Tales	1	7	5
Chess Club	1	13	4
Tackling Test Anxiety (ages 5 – 8)	n/a	n/a	n/a
Scavenger Hunt: Animals (Going to School)	1 (passive)	322	n/a
Elementary Open Houses (off-site)	2	42	35
Teen Anime Club (ages 11 – 15)	1	4	n/a
Take & Make: Autumn Gnomes (ages 12 – 18)	1 (passive)	60	n/a
PCMS Open House (off-site)	1	6	15
Pembroke Celebrates (off-site)	1	150	100
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	15	312	254
<i>Kids Program (ages 6-11) Total</i>	6	394	49
<i>Teen Program (ages 12-18) Total</i>	3	70	15
<i>General Audience (all ages) Total</i>	1	150	100
TOTALS	25	926	418
Number of Volunteers	2 adult volunteers		
Volunteer Hours	2 volunteer hours		

September Program Highlights:

-- The Open House format at the schools focused on presentations to caregivers so there were fewer youth in attendance than previous years; those who did stop by the table had great questions and picked up at least one giveaway (brochure, calendar, bookmark, etc.)

--Pembroke Celebrates was a huge success! The Library passed out mini bubble bottles with the library logo; this was a fantastic item as it appealed to kids, teens, and adults. Attendance estimation is from bubble giveaway.

--As shown above, Tackling Test Anxiety was cancelled (due to low registration) and has been rescheduled for March right before MCAS begins for third grade students.

Upcoming Event Highlights:

--*BOO*tacular Candy & Costumes on Thursday, October 24 from 4:00-5:30pm - All ages can visit the Library and the Council on Aging for a special event of treats (no tricks!) and activities including games, crafts, and special guest Violet the Clown who will offer face painting and balloon twisting.

--*Monster Mash Mystery Room* on Tuesday, October 22 from 4:00-5:00pm – Ages 9-16 will test their skills in this Monster Mash Mystery Room with tricky tasks and mind-boggling games. Registration required.

--*Witch's Storytime (ages 4 - 8)* on Tuesday, October 29 from 4:00-5:00pm – Ages 4-8 can join Miss Kiki in a bewitching storytime "Wanted: Witch's Cat" by Jay H. Davidson and craft a paper cat. Registration required.

September 2024 Reference/Adult Services Report

Peter Santore
10/04/2024

Reference Requests (Reference Desk only):

<u>Total requests:</u>	<u>67</u>
General information:	17
Technology:	43
Research:	02
<u>Passport:</u>	<u>05</u>
In person:	53
Phone:	12
Email:	02

In-depth Reference help included:

- Patron wanted more information relating to the Dewey Decimal System
- Patron required assistance in identifying a formatting issue while printing
- Patron needed information on how to request a passport number without a passport physically present

Adult Events:

Total: 17 events with 118 attendees, including:

- Tuesday, September 3rd: Book Club, *The Berry Pickers* (Attendance: 15)
- Monday, September 9th, Movie Matinee, *Knives Out* (Attendance: 5)
- Monday, September 9th, *Craft Night: Fall Pool Noodle Wreathes* presented by Peter S. (Attendance: 13)
- Monday, September 16th: Movie Matinee, *Sully* (Attendance: 6)
- Thursday, September 19th, Mystery Book Club, *The Curse of Penryth Hall* (Attendance: 3)
- Monday, September 23rd: Movie Matinee, *The Fall Guy* (Attendance: 8)
- Tuesday, September 24th: Genealogy Night (Attendance: 3)
- Wednesday: September 25th, *Plant Your Legacy* presented by Liz McRae (Attendance: 6)
- Monday, September 30th: Movie Matinee, *Furiosa: A Mad Max Saga* (Attendance: 1)
- Tuesdays, September 3rd, 10th, 17th, and 24th. Knitting (4 events, total attendance: 37)
- Wednesdays, September 4th, 11th, 18th, and 25th. Yoga (4 events, total attendance: 21)

Volunteers:

- 15 Youth Volunteers, 32 total volunteer hours
- 1 Senior Tax Work Off Volunteer, 12 total volunteer hours

Projects:

- 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 reviewing LibraryAware-generated genre newsletters to ensure all books listed are available in the SAILS network
- Planning and creating new methods of advertising the Pembroke Public Library's digital research resources
- Interviewing and onboarding new library volunteers

Outreach:

- Town Hall Visit and Notice Board Update
- Pembroke Celebrates
- PACTV PSA Day recording

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

Circulation	Sept 2021	Sept 2022	Sept 2023	Aug 2024	Sept 2024
Adults	4199	4153	4071	4605	3660
YA	353	359	338	460	330
Children	3506	4275	4365	4685	4100
Total:	8058	8787	8774	9750	8090
Overdrive total / (OA total)::	1976	2938	2426 / (814)	2797/(1000)	2714 / (941)
Hoopla total:	231	302	384	523	509
Kanopy total:		85	79	55	87
NY Times total:		21	7	210	183
Online resources Usage	545	431*	548	925	810
Museum Passes	37	32	47	88 + 10	43 + 5
Overdrive patron registration	18	32	40	47	29
Patrons registered new cards (IP)	47	102	84	134	104
Patrons registered new ecards			17	20	12
Mobile holds/renewals	476	583	680	512	447
Non-resident borrowing	1758	4284	1841	2080	1608
Items loaned to other libraries	1953	6260	1928	1834	1926
Item borrowed from other libraries	1451	4455	1429	1353	1315
ComCat loaned	4	11	19	24	30
ComCat borrowed	34	21 7PTP	27 + 3	31 + 9	31 + 3
Passports	54	72	121	135	66
Visitor Count	5803	5204	6192	7950	6596

*correction to previous reporting

Collections	Sept 2021	Sept 2022	Sept 2023	Aug 2024	Sept 2024
Items added	484	509	507	468	426
Items discarded	225	381	514	940	178
Items marked Missing	26	26	14	42	5

Events	Sept 2021	Sept 2022	Sept 2023	Aug 2024	Sept 2024
Adult programs	10	16	10	13	17
Adult attendees	81	114	68	92	118
Youth events	10	15	27	22	25
Youth attendees	272	416	1418	1358	1344

The full Youth Services and adult reference reports are attached.

Computer Use	Sept 2021	Sept 2022	Sept 2023	Aug 2024	Sept 2024
Internet	280	278	250	434	282
Juvenile	101	224	193	418	224
Total	381	502	443	852	506

Staff and other news:

The Trustees room was used 17 times and the Meeting room was used 41 times. The State Aide application and compliance report has been filed. The library was well represented at Pembroke Celebrates, Melissa and Peter were in attendance and were both pleased with the event. The long anticipated weatherization project was completed. Staff performance reviews have begun. The most exciting news this month is the acceptance of the job offer presented to Julia Nee to become our next Library Director. Pembroke will be well-served by this talented leader guiding our library forward.