



Pembroke Public Library  
Trustees Meeting Agenda  
November 8, 2023 at 7:00 PM

**Trustees' Room**

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

<https://us06web.zoom.us/j/88175217651>

Meeting ID: 881 7521 7651

New Director search

**MINUTES OF PREVIOUS MEETING:**

October 18, 2023

**OLD BUSINESS:**

Building updates  
Updated Minimum Staffing Policy

**REPORTS:**

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

**NEW BUSINESS:**

FY25 Budget  
Upcoming events

Any unscheduled business following the posting of the agenda



## **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

Meeting Minutes for October 18, 2023

**ATTENDING:** Kathy Benvie (Director), Sean Fitzpatrick (Chair), Carol Watches, Mary Beth Courtright, Stephanie Ciciotti (via zoom), Linda MacDonald, Bob DeMarzo and Stephanie McBain.

Sean Fitzpatrick, Chair, called the meeting to order at 7:00 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 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.

**FOUNDATION UPDATES:** New board member on the foundation is Sharon Stearns, she is a retired teacher. She taught math and science and she is a great addition to the foundation. Met with the foundation this morning and we would like to do some brainstorming and get trustee members with the foundation staff. Makes sense to have Stephanie M , Melissa and Peter involved. Kathy can put that meeting together. Construction cost Bob will go over with Paul G. Letter to Tri-town Rotary for adaptive equipment for \$3,600. Next gift Kathy explains that it is a table that has lights behind it with different accessories, magnetic pieces and stem activities. Melissa is putting this together. Kathy says this will be very successful. Helps kids build, hands on and with sciences. Bob had a tour of equipment that the foundation purchased.

**MINUTES OF THE PREVIOUS MEETING:** (September 20,2023) Kathy stated that Melissa noted a correction under the summer reading it was posted at the Library and not on the Library website.

Changes will be noted on posting \$3,600 under foundation updates. Stephanie C. motioned to accept the September 20, 2023 minutes with stated changes. Carol W. seconded and so it was voted. Roll call we all voted yes.

**OLD BUSINESS:** Water is clear. Every 6 months town will flush the water and company will do the sprinkler. Roof leak fixed small leak in meeting room. Caulking is done. 8 or 9 Stained tiles they will be repaired. Parking lot repair still waiting spoke to town manager. We may be getting more parking lot repairs. Children room carpet is installed and came out wonderful.

**NEW DIRECTOR SEARCH:** Stephanie C. spoke with Bill, Town Manager, about moving forward, Bill would like to have a meeting with the Library Trustees. Tuesday nights are open. The Library Trustees will move our next meeting to November 8, 2023, Wednesday. Kathy is checking the November calendar to see if this is a good date. Bill wants to discuss his thoughts and ours as well. Bill can meet with us a couple of times about a directors search. Trustee room is open on November 8, 2023. Mary Beth made a motion to accept to move our November meeting to the 8th, Wednesday and Linda MacDonald seconded and so with a yes roll call the meeting was changed.

**SUNDAYS REPORTING:** Kathy says that Sunday was very busy. So we will need more time to look at this. Kathy can prepare a budget 3 ways. Sundays without changes, Personnel changes without Sundays, or Keeping Sundays. It takes time to get through the complete process. Staff said it was really busy. So we will wait for now.

**SEPTEMBER YOUTH SERVICES REPORT:** Pop up library did well. Lots of planning went into it. Tables around the room, Stem cards were around, could not do actual check outs but it was amazingly smooth. Linda M. motioned to accept the September Youth Services Report and Mary Beth seconded, roll call was done and yes by all, so it was voted.

**SEPTEMBER ADULTS/REFERENCE REPORT:** Peter is super good at helping people. Mary Beth made a motion to accept the September Adults/Reference Report. Stephanie C. seconded, a roll call was done and voted yes by all, and so it was voted.

**SEPTEMBER DIRECTOR'S REPORT:** New York Times we are watching the numbers on this. It's expensive and has gone up, about \$600 a year. So being flagged for budgets. May need to be promoted more. Peter is going to start to promote more on line. Universal class was promoted. We need to find creative angles to know what we have. How about a suggestion box at the Library, this was mentioned as what the people would like to have at the library. Sean asked about the meeting room use. Kathy said the meeting room is being used very much so. Carol made a motion to accept the September Director's Report, Stephanie C. seconded and the roll call was a yes so it was voted.

**FINANCIALS:** Kathy gave us recent financials. These are to keep the board informed. Kathy compares, making balances, mistakes can be made, and there are accounting errors. Kathy put in the binders and notes are made. It takes a few months for the town accountant to be caught up. These are all important pieces. Stephanie M. knows what Kathy does for financials. This should be done by the director but Stephanie has an overall understanding what Kathy does for the financials. We have sprinkler testing coming up which will be a cost. Carol W. made a motion to accept the Financials, Stephanie C. seconded, with a roll call made with a yes, and so it was voted.

### **NEW BUSINESS:**

**MINIMUM STAFFING POLICY:** Kathy said that the staffing requirement the Trustees had previously requested, having a full time staff member in the library at all times, is not in the policy. On Sundays it would definitely not be possible. Safety is number one. Policy states to have an employee to cover within 30 minutes. Sometimes its not feasible. If the board thinks that the wait time should be less than 30 minutes then we can agree to change it. Library Director should be notified if any staff needs to leave for whatever reason. Sean asked about overtime and how that factors if someone who comes in who is full time. Kathy is going to bring it back next month. 30 minutes is a max for wait time for another employee to cover the shift of the person who left their shift. Important policy to have in place.

**TOWN MEETING OCTOBER 24TH 2023:** Kathy says the bump at the beginning of the Library is being voted on to be repaired. Funding for this will be voted on at the town meeting.

**FARMERS MARKET INQUIRY:** A group meeting for a farmers market tonight. The Farmers Market we may host because the town green will not be ready for the spring/summer season. We would like to participate at the town green when the Farmers Market is up and running. Kathy suggested that we use space in front of the Library for the Farmers Market. Kathy will keep the board of trustees informed about if we will be hosting.

**UPCOMING EVENTS:** Tomorrow night the Greater Boston Paranormal Associates for residents 6:30-7:30 P.M. There will be an entry raffle. Basics of ghost hunting. They travel across US. Their base is the USS Salem in Quincy, which is know to be haunted. Annual Bootacular October 26th, 2023, Thursday. All ages. Visiting Library and COA for treats and games. 4:30-5:30 P.M.

Bake Sale/ Raffle baskets/ Book Sale, Saturday October 28, 2023.

Myths and Miracles of Victorian Medicine presentation by Lady J. Ms. Mills November 2, 2023 6:30 to 7:30 P.M.

**TWO ADDITIONAL MESSAGES AFTER AGENDA:** Staff holiday get together. Exploring fund ideas. Ask Friends to fund it? Trustee donations sometimes funds this event. The holiday party would be after the holidays. Kathy says we will talk about this more in detail next month.

Kathy would like to run by the trustees information about if we need a physical quorum present. Kathy handed a pamphlet from [mass.gov](https://www.mass.gov) stating the updated guidance on holding meetings pursuant to the Act Extending Certain COVID-19 Measures. Guidance Update- June 28, 2023.

Next Trustee meeting is November 8, 2023, Wednesday at 7:00 P.M.

Carol Watches made a motion to adjourn the meeting, Mary Beth seconded, a roll call was voted yes. The meeting adjourned at 8:08 P.M.

Respectfully submitted,  
Linda MacDonald  
Secretary

## Youth Services Report to the Trustees: October 2023

Submitted November 2, 2023 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	9	192	157
Baby Lapsit (ages 0 – 2)	4	56	56
LEGO Club	1	14	9
Puppy Dog Tales	1	10	6
Chess Club	1	5	3
Witch’s Storytime (ages 4 – 8)	1	8	6
Scavenger Hunt: Mouse’s Magical Mixtures	1 (passive)	317	n/a
Hobomock First Grade Storytime (off-site)	3	60	3
Bryantville First Grade Storytime (off-site)	3	69	4
BOO-tacular (families)	1	80	50
Teen Anime Club (ages 11 – 15)	1	7	n/a
ASL Hour (ages 12 – 14)	1	3	n/a
Take & Make: Zombie Clothespins (ages 12 – 18)	1 (passive)	60	n/a
<b>AGE GROUP TOTALS</b>	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	13	248	213
<i>Kids Program (ages 6-11) Total</i>	12	563	81
<i>Teen Program (ages 12-18) Total</i>	3	70	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
<b>TOTALS</b>	<b>28</b>	<b>881</b>	<b>294</b>
Number of Volunteers	3 adult + 6 teens = <b>9 volunteers</b>		
Volunteer Hours	3 adult hours + 12 teen hours = <b>15 volunteer hours</b>		

### October Highlights:

- First grade storytime visits to two elementary schools featured *Monster Trouble* by Lane Fredrickson; kids were asked to come up with clever traps for the book’s monsters and had some great answers!
- Miss Kiki’s performance for our annual Witch’s Storytime brought lots of smiles and giggles.
- Guests from New England Village answered thoughtful questions from teens about Deaf culture and language during ASL Hour.
- Teen volunteers listed above assisted with this year’s BOO-tacular at Trick-or-Treat stations and the craft tables.

### Upcoming Special Events:

**Chess Club**, Wed. 11/15 from 4:00-5:00pm - Youth and families can learn and play chess at the Library.

**ASL Hour (ages 5 - 7)**, Tues. 11/28 from 4:00-5:00pm - Ages 5 - 7 and their caregivers will learn to sign foods, animals, and the ABCs with a special guest who was born deaf and uses ASL to communicate.

**Teen Craft and Community Service**, Thur. 11/30 from 4:00-5:30pm - Middle & high school students can earn community service hours and get creative by making cards for "Cards for Hospitalized Kids."

**Other:**

- Participated in South Shore Family Network Advisory Council. Attendees able to submit a themed STEM event could request gingerbread train kits; the Library will receive 20 kits as a donation for our "Mighty Steam Engine" idea (to be done in December).
- Attended South Shore Young Adult Roundtable; main topics of discussion were teen behavior and Anime Clubs.
- Performed outreach with Reference and Adult Services Librarian at Town Meeting.
- This is our first full month with new carpet in the youth room; many compliments have been paid regarding its vibrant color, fun pattern, and plushness.

# October 2023 Reference/Adult Services Report

Peter Santore  
11/01/2023

## Reference Requests (Reference Desk only):

<u>Total requests:</u>	<b>69</b>
General information:	25
Technology:	33
Research:	04
<u>Item requests:</u>	<u>07</u>
In person:	47
Phone:	21
Website forms:	01

## In-depth Reference help included:

- Helped patron locate where access old editions of the Pembroke Mariner.
- Assisted several patrons in setting up and subsequently receiving books on their kindle.
- Aided patron in locating and recovering emails that had disappeared from their inbox.

## Adult Events:

### **Total: 16 events with 145 attendees, including:**

- Monday, October 2nd: Movie Matinee, *Polite Society* (Attendance: 7)
- Tuesday, October 3rd: Book Club, *Hester* (Attendance: 13)
- Wednesday, September 13th: *GBPA Presents: The Basics of Ghost Hunting* (Attendance: 35)
- Monday, October 16th: Movie Matinee, *The Little Mermaid (2023)* (Attendance: 2)
- Monday, October 23rd: Movie Matinee, *Ghostbusters* (Attendance: 4)
- Monday, October 30th: Movie Matinee, *The Thing* (Attendance: 1)
- Monday, October 30th: Genealogy Night (Attendance: 5)
- Tuesdays, October 3rd, 10th, 17th, 24th, and 31st. Knitting (5 events, total attendance: 41)
- Wednesdays, October 4th, 11th, 18th, and 25th. Yoga (4 events, total attendance: 39)

## Volunteers:

- 6 Youth Volunteers, 17.5 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 in, performing research into, and planning the execution of 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.
- Coordinating and overseeing transfer of our genre collection to regular fiction collection.
- Working on weeding and moving the physical Reference collection.
- Research on new additions to the library of things, including a Metal Detector.
- Planning and creating new methods of advertising the Pembroke Public Library's digital research resources.
- Put together a new display regarding dam removal and river restoration for the NSRWA.
- Staffed Library Table at Town Meeting, alongside Melissa, and began preparations for the Tree Lighting.

## Peter's Month

I feel I had a productive performance review where it was identified what I could improve and what I was doing well. I've been getting good responses from patrons that I've been helping and I'm pleased by that because it means I'm doing my job right. Overall the Basics of Ghost Hunting presentation went well and we had a great turn out for it which I'm happy about, and while there were improvements I can make I think it's generally a good marketing example to follow. The Town Meeting didn't have a whole lot of interest for our table but we did have some and I got my name and face out there. Volunteering has been going well as well, and coordinating with Melissa over what event preparation tasks the volunteers can do has been going well.



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

<b>Circulation</b>	<b>Oct 2020</b>	<b>Oct 2021</b>	<b>Oct 2022</b>	<b>Sept 2023</b>	<b>Oct 2023</b>
Adults	4516	4151	4040	4071	4079
YA	317	259	319	338	326
Children	3455	3514	4057	4365	4012
<b>Total:</b>	<b>8338</b>	<b>7924</b>	<b>8416</b>	<b>8774</b>	<b>8417</b>
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

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

<b>Events</b>	<b>Oct 2020</b>	<b>Oct 2021</b>	<b>Oct 2022</b>	<b>Sept 2023</b>	<b>Oct 2023</b>
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.*

<b>Computer Use</b>	<b>Oct 2020</b>	<b>Oct 2021</b>	<b>Oct 2022</b>	<b>Sept 2023</b>	<b>Oct 2023</b>
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.