



Pembroke Public Library
Trustees Meeting Agenda

November 20, 2024 at 7:00 PM
Trustees' Room

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

<https://us06web.zoom.us/j/84348254758>

Meeting ID: 843 4825 4758

Friends news

Foundation news

MINUTES OF PREVIOUS MEETING:

October 23, 2024

REPORTS:

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

OLD BUSINESS:

Building updates
Transition schedule

NEW BUSINESS:

FY 2025 State Aide Awards
Director forms MBLC
Closings for calendar year 2025
Request for a Giving Tree
AWE for Children's room
FY 26 Budget
Annex proposal update and attending Select board meeting
Upcoming events

Any unscheduled business following the posting of the agenda



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes for October 23, 2024

ATTENDING: Julia Nee, Director, Kathy Benvie, Director, Stephanie Ciciotti, Chair, Linda MacDonald, Sharon Stearns, Erin Columbare, Stephanie McBain, Mary Beth Courtright via zoom.

Stephanie Ciciotti, Chair, called the meeting at 7:01 P.M.

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.

WELCOME TO OUR NEW DIRECTOR: We welcome Julia Nee as our new Pembroke Public Library Director. We are all happy to have you.

FRIENDS NEWS: This Saturday is the book and bake sale with lots of raffles. October 26, 2024. It's a great time of year with lots of activity.

FOUNDATION NEWS: No new updates.

MINUTES AMENDED from July 17, 2024, Mary Beth moved to accept the minutes and Erin seconded the motion, all in favor with a yes roll call by all.

July 22, 2024 Minutes were voted on. Mary Beth moved to accept the minutes and Erin seconded the amended minutes. All in favor with a yes roll call by all.

August 21, 2024 Minutes: Mary Beth made a motion to accept the minutes and Linda M. seconded, all in favor with a yes roll call by all.

September 18, 2024 Minutes, correction Stephanie McBain was not present , only correction, moved to accept the minutes by Mary Beth , Erin seconded, all in favor and a yes roll call by all.

AUGUST YOUTH SERVICE REPORT: Sharon S. made a motion to accept the August Youth Service Report and Linda M. seconded. All in favor with a yes roll call.

SUMMER READING REPORT: Linda M. made a motion to accept the Summer Reading Report , Mary Beth seconded and so it was voted with a yes roll call.

AUGUST ADULTS/REFERENCE REPORT: Sharon S. made a motion to accept the minutes, Linda M. seconded, all voted in favor with a yes roll call by all.

AUGUST DIRECTOR'S REPORT: Notice that the New York Times numbers have gone up. Peter has been doing a great job promoting. Erin C. made a motion to accept the August Director's Report, Sharon seconded, all in favor with a yes for a roll call.

FINANCIALS: Sharon S. made a motion to accept the Financials , Linda seconded, all in favor with a roll call Yes.

SEPTEMBER YOUTH SERVICES REPORT 2024: Sharon made a motion to accept the minutes, Erin seconded all in favor with a yes roll call.

SEPTEMBER 2024 REFERENCE ADULT SERVICES REPORT: Cross off Adult summer reading program, will be corrected. Amended line removed.

Linda made a motion to accept the report, Mary Beth seconded, all in favor with a yes roll call.

SEPTEMBER 2024 DIRECTORS REPORT: Erin C. made a motion to accept the September Directors Report, Linda seconded, All in favor with a yes for roll call.

SEPTEMBER 2024 FINANCIALS: Sharon S. made a motion to accept the Financials for September, Erin C. seconded, all in favor yes, with a roll call by all.

OLD BUSINESS: Building updates: Multiple HVAC repairs, interior leaks, and when annual filters were being changed they found some other issues. Roof Top number 2 has shaft damage with parts costing \$1,200.00. Kathy and Bill discussed Roof Top Units and bids. Kathy and Bill will be making a decision on units for roof tops. Outside spigot has been repaired. An electrician will be called for some repairs as well. Camera and Alarm company came to do an update on the cameras. The views and angles were adjusted. Quality is much better with the new cameras.

NEW BUSINESS: Kathy gave the Library Trustees a copy of the annual report with final numbers. Everything looks good. A vote to move and accept the edited report.

Sharon S. made a motion to accept, Linda M. seconded and so it was voted with a yes roll call.

TIMELINE FOR TRANSITION: Kathy has a tentative departure date of December 18th, which will be a Library Trustee Board meeting. Kathy can adjust the dates if need be. Julia and Kathy will be doing the last meeting together. Julia will prepare the December meeting. Kathy will start budgeting with Julia.
All the reports are done.

UNSCHEDULED BUSINESS: Julia will be researching and updating the calendar/reservation system. Looking for prices for a new platform. The budget comes out of purchase and services. May need to go to two different companies for the platform.

CONTRACT FOR JULIA NEE: The Library Board of Trustees signed the contract for Julia.

UPCOMING EVENTS: Kathy went over and discussed the upcoming events at the Pembroke Public Library.

Next Meeting is November 20, 2024 at 7:00 P.M.

Stephanie C. adjourned the meeting at 7:57 P.M.

Respectfully submitted,

Linda MacDonald
Secretary

Youth Services Report to the Trustees: October 2024

Submitted November 8, 2024 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	8	204	158
Baby Lapsit (ages 0 – 2)	5	56	52
Raising a Reader with Big Ryan (ages 3 – 5)	2	13	11
LEGO Club	1	16	7
Puppy Dog Tales	1	5	3
Chess Club	1	6	4
BOOtacular	1	180	100
Witch’s Storytime	1	7	10
NPES Grade 1 Storytime (off-site)	1	71	4
Hobomock Grade 1 Storytime (off-site)	1	60	3
Bryantville Grade 1 Storytime (off-site)	1	58	3
Scavenger Hunt: Counting Trick-or-Treaters	1 (passive)	355	n/a
Teen Anime Club (ages 11 – 15)	1	2	n/a
Monster Mash Mystery Room (ages 9 – 16)	1	5	2
Dungeons & Dragons (fall campaign)	5	39	n/a
Take & Make: Mosaic Ghosts (ages 12 – 18)	1 (passive)	60	n/a
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	9	273	221
<i>Kids Program (ages 6-11) Total</i>	15	758	134
<i>Teen Program (ages 12-18) Total</i>	8	106	2
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	32	1137	357
Number of Volunteers	2 adults + 6 teens = 8 volunteers		
Volunteer Hours	2 adult hr + 15 teen hr = 17 volunteer hours		

October Program Highlights:

- This year’s BOOtacular had over double its usual attendance. In previous years the library had used *only* staff and volunteers to assist in all activities for this popular event; this year we brought in special guest Violet the Clown. The addition of a face painter/balloon twister on all promotions likely caused part of this increase in interest.
- The Council on Aging paired with the Library for the BOOtacular and saw great success as well!
- This month was the start of Dungeons & Dragons campaign that will go through mid-November. With more sessions available for the group, we’ve seen an increase in regular attendance and more enthusiasm as well!
- Big Ryan completed his 5-week Raising a Reader workshop. All of his visits were funded via a grant through the South Shore Family Network.

Other:

- Assisted in migration to new calendar system for the Library’s website.
- Attended South Shore Young Adult Roundtable in-person.
- Attended South Shore Family Network Advisory Council Meeting via Zoom.

October 2024 Reference/Adult Services Report

Peter Santore
11/08/2024

Reference Requests (Reference Desk only):

<u>Total requests:</u>	104
General information:	19
Technology:	82
<u>Passport:</u>	<u>03</u>
In person:	92
Phone:	12
Email:	01
Website:	01

In-depth Reference help included:

- Patron needed assistance in operating a computer and using websites
- Patron had set voicemail to the wrong language and needed assistance resetting language to English
- Patron needed assistance accessing and printing encrypted files.

Adult Events:

Total: 19 events with 177 attendees, including:

- Tuesday, October 7th: Book Club, *North Woods* (Attendance: 14)
- Monday, October 7th, Movie Matinee, *Inception* (Attendance: 3)
- Tuesday, October 8th, *Quaker Girl Takes Washington's Center Stage*, the Influence of Dolley Madison presented by Janet Parnes. (Attendance: 14)
- Wednesday, October 16th, *Eating Locally*, presented by Meghan Watts (Attendance: 5)
- Thursday, October 17th, Mystery Book Club, *Here in the Dark* (Attendance: 6)
- Monday, October 21st: Movie Matinee, *Poltergeist* (Attendance: 1)
- Monday, October 28th: Movie Matinee, *Alien* (Attendance: 1)
- Tuesday, October 29th: Genealogy Night (Attendance: 3)
- Wednesday: October 30th, *Ghosts of the Bridgewater Triangle* presented by Tim Weisberg (Attendance: 44)
- Tuesdays, October 1st, 8th, 15th, 22nd, and 29th. Knitting (5 events, total attendance: 60)
- Wednesdays, October 2nd, 9th, 16th, 23rd, and 30th. Yoga (5 events, total attendance: 26)

Volunteers:

- 9 Youth Volunteers, 33 total volunteer hours
- 1 Senior Tax Work Off Volunteer, 20.5 total volunteer hours

Projects:

- Planning Adult events; creating flyers, calendars, and publicity blurbs; updating the website and WhoFi, 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
- PACTV PSA Day recording

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

Circulation	Oct 2021	Oct 2022	Oct 2023	Sept 2024	Oct 2024
Adults	4151	4040	4079	3660	3629
YA	259	319	326	330	371
Children	3514	4057	4012	4100	3453
Total:	7924	8416	8417	8090	7453
Overdrive total / (OA total):	1942	1956	2672 / (766)	2714 / (941)	2626 / (556)
Hoopla total:	260	368	400	509	542
Kanopy total:		135	84	87	45
NY Times total:		26	8	183	161
Online Resources Usage	676	352*	1060	810	683
Museum passes + Hotspot loans	34	40	28 + 9	43 + 5	44 + 7
Overdrive patrons registered	19	18	27	29	26
Patrons registered new cards (IP)	54	54	92	104	71
Patrons registered new ecards			7	12	8
Mobile holds/renewals	428	435	505	447	451
Non-resident borrowing (user cat2)	1716	1633	1732	1608	1521
Items loaned to other libraries	2029	2171	1823	1926	1962
Item borrowed from other libraries	1344	1476	1433	1315	1209
ComCat loaned	13	21	13	30	21
ComCat borrowed	28	27+3 PTP	35 + 4	31 + 3	35 + 3
Passports	53	124	109	66	74
Visitor count	6234	6960	6999	6596	7894

*correction to previous reporting

Collections	Oct 2021	Oct 2022	Oct 2023	Sept 2024	Oct 2024
Items added	660	570	407	426	397
Items discarded	322	897	755	178	495
Items marked Missing	20	13	13	5	28

Events	Oct 2021	Oct 2022	Oct 2023	Sept 2024	Oct 2024
Adult programs	11	15	16	17	19
Adult attendees	82	145	145	118	177
Youth events	15	18	28	25	32
Youth attendees	507	573	1175	1344	1494

The full Youth Services and adult reference reports are attached.

Computer Use	Oct 2021	Oct 2022	Oct 2023	Sept 2024	Oct 2024
Internet	247	257	260	282	363
Juvenile	110	187	213	224	226
Total	357	444	473	506	589

This October the meeting room was used 37 times. Trustees Room was used 20 times.

Staff and other news:

October was a busy month. There was a Witches story time, the fun filled Halloween Boo-tacular in collaboration with the CoA and a well-attended presentation about the ghosts of the Bridgewater Triangle. Julia Nee joined our library as the new Director on the 21st and we are all very excited to have her with us. The Friends had a successful Book and Bake sale and Basket raffle. The building through up challenges with the heating system, thankfully the warmer than average temperatures helped us to hobble through until repairs were completed.