



Pembroke Public Library  
Trustees Meeting Agenda

**February 19, 2025 at 7:00 PM**  
**Trustees' Room**

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

<https://us06web.zoom.us/j/88422421603>

Meeting ID: ID: 884 2242 1603

**Friends news**

**Foundation news**

**MINUTES OF PREVIOUS MEETING:**

January 15, 2024

**REPORTS:**

January Youth Services Report  
January Adults/Reference Report  
January Director's Report  
Financials  
July 2024 Youth Services Report  
October 2024 Youth Services Report

**OLD BUSINESS:**

FY26-FY30 Strategic Plan  
Building updates  
Annex proposal update and attending Select board meeting  
FY26 Budget  
2025 Southeastern Libraries Legislative Breakfast

**NEW BUSINESS:**

Public Records Act, Open Meeting Law, First Amendment Audits  
Internet Policy Room Policy  
Hotspot Policy  
Town Website, Library Trustees Page  
Upcoming Events

Any unscheduled business following the posting of the agenda

## PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for January 15, 2025

**ATTENDING:** Julia Nee, Director, Stephanie Ciciotti, Chair, Stephanie McBain, Erin Columbare, Mary Beth Courtright, Larissa Curley, Bob DeMarzo, Library Foundation, and Donna Frano, Friends of the Library

Stephanie Ciciotti called the meeting to order at 7:02 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.

**FRIENDS' NEWS:** Donna Frano, VP of the Friends of the Library spoke to all regarding joining or renewing membership with the Friends in 2025, and of their many accomplishments as well as their fundraising efforts in 2024. One of their goals for 2025 is to work with Julia on the library's capital needs. Donna praised the amazing library staff, with special recognition of Stephnie McBain for all her help. Erin suggested reaching out to the various Moms groups on social media about the Friends. Stephanie C. suggested holding a Spelling Bee as a fun activity. Bob DeMarzo asked about funds to update the library's bathrooms and offered to work with Donna and the Town Select Board to this end.

**FOUNDATION NEWS:** Bob DeMarzo said the Foundation has presented the town with \$55k to be placed in a Library Building Trust. He also spoke at a meeting of the Chamber of Commerce requesting their support. The Foundation now has its own P.O. Box and stationery and will begin working on some targeted fund raising. They are waiting for the architect's contract to be signed, and hope that building plans can be shared at the spring town meeting. They are also hoping for significant funding from the State and are considering naming different areas of the library in honor of larger donors. They have been talking with NE Village regarding collaboration and funding for the library. Bob mentioned taking video of story time with Melissa to promote library giving. Julia stated that a video showing staff at work and their accomplishments already exists and it could possibly fit that need. He also mentioned that Community Preservation funds could be used to enhance the library's storage and showcasing of historical artifacts and documents in the former COA building.

**MINUTES OF PREVIOUS MEETINGS:** Small changes were made to the minutes of the November 20, 2024 meeting. Larissa made a motion to accept these minutes as amended, Erin seconded; and it was so voted. Erin made a motion to accept the minutes of the December 18, 2024 meeting, Larissa seconded; and it was so voted.

**DECEMBER YOUTH SERVICES REPORT:** Storytime was once again popular and well attended. Bad weather was cause for a low turnout for the Gingerbread House painting activity, but the materials may be repurposed for a different seasonal activity. The *Local Scene* featured

a Storytime with Boston's Children's Hospital. Mary Beth made a motion to accept the Youth Services Report, Erin seconded; and it was so voted.

**DECEMBER ADULT/REFERENCE REPORT:** Movie attendance has been holding steady, and we had a good turnout at the Pembroke Tree-Lighting ceremony that Peter participated in. He clarified an earlier note that he has fielded numerous questions regarding passports outside his duties as a passport agent. Larissa made a motion to accept the Youth Services Report, Erin seconded; and it was so voted.

**DECEMBER DIRECTOR'S REPORT:** Strategic Planning for FY26-FY30 has begun. The Library is now using new software and staff is receiving training in its use. A new museum pass management system is also possible in the future. Strategic Planning for FY26-FY30 has begun. Overdrive and Overdrive Advantage numbers are somewhat misleading. Currently, figures for lending outside Pembroke are not being counted, but should be. Beginning with the January report, all Overdrive Advantage circulation numbers will be reported on the Director's Report spreadsheet. Room and wi-fi usage (both in- and outside the building) will also now be part of the spreadsheet instead of being listed separately. Small typo correction made (or/our). Stephanie mentioned she has heard the community service portion of the Strategic Plan has been well received. Mary Beth made a motion to accept the Director's Report, Erin seconded; and it was so voted.

**FINANCIAL REPORT:** The book budget should soon be completely expended, but there are other sources that can be used for additional purchases. Expenses otherwise appear to be in order. Larissa made a motion to accept the Finance Report, Mary Beth seconded; and it was so voted.

**OLD BUSINESS:** At least 95 Strategic Plan surveys have been received. Ideally, we will receive several hundred. Friends have helped promote it on social media. Different strategies are planned to elicit responses from children and youth. Julia talked about SOAR Analysis to help determine where the library is now and where we would like it to be in the future. Board members will take home a handout to complete and return. A focus group may be held around the end of February. Analysis of the results will be done in March and a Strategic Plan presented to the Board in May. Suggestions were made for sharing the surveys on social media, and in Town Hall and the Community Center.

**Building Updates:** Julia met with the Town Manager regarding plans for plowing/shoveling for the expected snowstorm. DPW will take care of plowing and salting the driveway, town custodians will take care of shoveling and salting the walkways. DPW will advise the Town Manager regarding any building closures. No update is available on the rooftop units. In the children's area all the pendant lights are out. An electrician has been in to assess the units and get them working. In addition, the large globe lights outside are out and we are getting quotes for fixing them. The fire alarms and sprinkler system passed their 6-month checkup. The Community Center will now be the town emergency shelter with the Library serving as a backup warming/cooling center. Emergency supplies are being removed from the attic and taken to the Community Center. The new director of the COA came to talk with Julia about the Boston Post Cane which is given to the eldest living resident in Pembroke. It has not been given out since 2016 so the COA may retake possession of the cane and be responsible for its use.

**Policies:** Copies of the revised **Donations, Gifts, and Fundraising Policy** were reviewed. The three policies are now combined. The acknowledgment of gifts with a physical commemoration was questioned and it was decided to insert the phrase "at the discretion of the library" to that paragraph. With this amendment the DG&F Policy was approved by a vote of the Trustees.

**NEW BUSINESS:** The updated **Meeting Room Policy** passed with the addition of the actual number of tables and chairs available rather than the “x” placeholder. Both the Meeting Room and the Trustees Room can be reserved online.

**New Website:** Julie is researching updates for the Library website from an outside agency. She is prioritizing a design that is dynamic, accessible and cross-device friendly with picture descriptors automatically added.

Julia talked about upcoming events for adults being offered both in-person and virtually.

**Additional Topics:** Special mention was given to the colorful graphic summarizing the Library’s 2024 year in review. The data presented is truly impressive. The Library has been storing unsold copies of Pembroke’s 300<sup>th</sup> Anniversary book. Julia reached out to Sabrina Chilcott and she referred Julia to speak with Deborah Wall and Bill Boulter who were part of the original 300<sup>th</sup> Committee. They will make their recommendations on how to best distribute the books with Bill Chenard having the final say. The town clerk will have primary custody of the books while plans are made to sell them at town meetings. The Fisheries Commission would like to buy several copies to use at their fundraising events. The Historical Society would also like copies to distribute. Plans for Kathie Benvie’s farewell event were finalized.

Next meeting is February 19, 2025, at 7:00 P.M.

Stephanie C. made a motion to adjourn the meeting at 8:33 P.M. and it was so voted.

Respectfully submitted,

Mary Beth Courtright  
Secretary pro tem

# Youth Services Report to the Trustees: January 2025

Submitted February 20, 2025 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	5	137	117
Baby Lapsit (ages 0 – 2)	4	71	69
Playtime (ages 2 – 5)	2	69	48
STEM Playgroup (presented by South Shore Family Network) (ages 3 – 5)	5	124	79
CNK Storytime (ages 3 – 5) (off-site)	2	67	10
LEGO Club	1	21	12
Puppy Dog Tales	1	4	3
Chess Club	1	9	3
Scavenger Hunt: Winter Words	1 (passive)	362	n/a
NPES Grade 1 Storytime (off-site)	1	71	4
Teen Anime Club (ages 11 – 15)	1	2	n/a
Take & Make: Pom Pom Animals (ages 12 – 18)	1 (passive)	60	n/a
<b>AGE GROUP TOTALS</b>	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	18	468	323
<i>Kids Program (ages 6-11) Total</i>	5	467	22
<i>Teen Program (ages 12-18) Total</i>	2	62	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
<b>TOTALS</b>	<b>25</b>	<b>997</b>	<b>345</b>
Number of Volunteers	4 adult volunteers		
Volunteer Hours	4 volunteer hours		

## Upcoming Event Spotlights:

--*Mini Golf* on Friday, Feb. 21 from 12:30-4:30pm – Join the Library in a round of miniature golf! This drop-in event is open to all ages.

--*Tackling Test Anxiety* on Tuesday, March 18 from 4:00-5:00pm – 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. Registration required; sign ups open February 18.

--*Fairy Storytime* on Thursday, March 27 from 4:00-5:00pm – Ages 4-8 can join Miss Kiki in a reading of *Freddie and the Fairy* by Julia Donaldson followed by a fairy wand craft. Registration required; sign ups open February 27.

## Other:

--Provided meeting location for South Shore Young Adult Roundtable (and attended meeting).

--Met with local school art teachers (all 3 elementary schools and Middle School) to discuss showcasing student artwork in the community.

--Attended virtual meeting alongside Director with Yoto Players Partnership.

--Attended the iREAD “Reading Dragons and Friends” webinar.

--Viewed WebJunction’s “Dealing with Difficult Situations” course.

# January 2025 Reference/Adult Services Report

Peter Santore  
02/08/2025

## Reference Requests (Reference Desk only):

<b>Total requests:</b>	<b>71</b>
General information:	12
Technology:	40
Research:	02
Item Requests:	01
Passport:	16
In person:	45
Phone:	21
Email:	04
Website:	01

## In-depth Reference help included:

- Formatting assistance for a patron trying to print text from their phone
- Research into land and family records from 1950s
- Assistance in accessing an account and canceling a service subscription from that account

## Adult Events:

### **Total: 18 events with 139 attendees, including:**

- Monday, January 6th, Movie Matinee, *The Phantom of the Opera (2004)* (Attendance: 4)
- Tuesday, January 7th: Book Club, *The Frozen River* (Attendance: 14)
- Monday, January 13th, Movie Matinee, *Conclave* (Attendance: 12)
- Thursday, January 16th, Mystery Book Club, *None of This is True* (Attendance: 3)
- Thursday, January 16th, *New Year, New Ways to Reduce Waste* with Nicole Lydic. (Attendance: 10)
- Wednesdays, January 22nd, 29th: *Short Stories: Big Impact* with Roz Kubek (2 events, total attendance: 16)
- Monday, January 27th: Movie Matinee, *White Bird* (Attendance: 4)
- Tuesdays, January 7th, 14th, 21st, 28th. Knitting (4 events, total attendance: 44)
- Wednesdays, January 8th, 15th, 22nd, 29th. Yoga (4 events, total attendance: 28)
- Wednesdays, January 8th, 22nd. Acoustic Music Night (2 events, total attendance: 4)

## Volunteers:

- 12 Youth Volunteers, 45 total volunteer hours
- 1 Senior Tax Work Off Volunteer, 24 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
- Preliminary and final work on new library signage

## Outreach:

- Town Hall Visit and Notice Board Update

## Pembroke Public Library - Director's Monthly Report January 2025

Circulation	Jan 2022	Jan 2023	Jan 2024	Dec 2024	Jan 2025
Adults	4434	4140	3662	3357	3860
YA	363	304	242	244	257
Children	2931	3630	3570	3109	3373
TOTAL:	7728	8074	7474	6710	7490
OverDrive total / (OA total):	2158	2193 / (684)	2915 / (920)	2620 / (485)	2946/(2388)
Hoopla total:	327	371	416	527	656
Kanopy total:	72	46	42	61	130
NY Times total:	10	18	11	194	227
Online resources Usage	1175	1047*	956	498	845
Museum Passes & Hotspot loans	20	41	18 + 10	32 + 7	47 + 13
Overdrive patron registration	24	27	29	27	46
Patrons registered new cards (IP)	71	83	104	68	82
Patrons registered new ecards			23	21	27
Mobile holds/renewals	499	666	**	412	600
Non-resident borrowing	1727	1688	1514	1382	1572
Items loaned to other libraries	2454	2134	1841	1561	1894
Item borrowed from other libraries	1407	1366	1056	1170	1294
ComCat loaned	17	12	23	21	28
ComCat borrowed	32	23+4	34 + 5	23 + 6	35 + 1
Passport applications	104	109	155	124	174
Visitor Count	5392	6987	6988	5782	7566
Meeting Room Usage (MR + TR)	29 + 10 = 39	33 + 17 = 50	36 + 11 = 47	32 + 19 = 51	39 + 23 = 62

Collections	Jan 2022	Jan 2023	Jan 2024	Dec 2024	Jan 2025
Items added	589	507	526	590	408
Items discarded	1070	261	743	621	595
Items marked Missing	34	16	15	12	15

Events	Jan 2022	Jan 2023	Jan 2024	Dec 2024	Jan 2025
Adult programs	17	18	17	15	18
Adult attendees	103	185	149	122	139
Youth events	12	22	29	20	25
Youth attendees	280	901	1154	1099	1342

Computer Use	Jan 2022	Jan 2023	Jan 2024	Dec 2024	Jan 2025
Adult	194	340	257	257	260
Juvenile	101	215	215	249	254
Total	295	555	472	506	514
WiFi (Total Sessions)					980* (Jan 15-31)

### Staff and other news:

- In January, we had a full staff meeting with most staff in attendance. At the meeting, we reviewed safety basics including CPR, choking, and Stop the Bleed with the Pembroke Fire Department, as well as our Safe Child Policy lockdown procedure. Stephanie and Janet completed staff evaluations for library aides, including one on one meetings with all aides to discuss training and development goals for 2025.
- Building improvements were also completed in January, including an inspection of our fire sprinkler system, an inspection of our fire extinguishers, and painting in the meeting room, bathroom lobby area, staff kitchen, and 3 staff offices, thanks to the Plymouth County Sheriff's Department.
- I was fortunate enough to meet with Senator Dylan Fernandes and Representative Ken Swezey in January, for a tour of the Library and a discussion with the Foundation about the long-term Library goals. I also attended a New Director's meeting with Executive Director of the SAILS network, Laurie Lessner, as well as my first SAILS Membership Meeting at the Acushnet Public Library with other SAILS network directors. I also met with Jane Stimpson, our library liaison with the Massachusetts Library System to discuss their resources and services.

## 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	32	n/a
Take & Make: Mosaic Ghosts (ages 12 – 18)	1 (passive)	60	n/a
<b>AGE GROUP TOTALS</b>	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	15	273	221
<i>Kids Program (ages 6-11) Total</i>	9	758	134
<i>Teen Program (ages 12-18) Total</i>	8	99	2
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
<b>TOTALS</b>	<b>32</b>	<b>1130</b>	<b>357</b>
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.

# Youth Services Report to the Trustees: July 2024

Submitted August 1, 2024 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	8	270	201
Baby Lapsit (ages 0 – 2)	3	37	39
Music Makers (ages 0 – 5)	1	52	41
Music at the Blissful (ages 2 – 7)	1	44	36
LEGO Club	1	27	14
Puppy Dog Tales	1	7	6
Chess Club	1	18	11
Dungeons & Dragons (ages 11 – 14)	3	11	n/a
Plant Slime (ages 6 – 12)	1	10	8
Read and Learn with Pet Vet Dr. Rosie (ages 5 - 9)	1	24	16
Farmers Market Storytime & Craft (off-site outreach) (ages 4 – 8)	1	25	19
Odd Animals Storytime & Activity (on-site outreach w/ Community Center) (ages 7 – 8)	1	22	5
Scavenger Hunt: Axolotls	1 (passive)	722	n/a
Tales & Origami at Teen Anime Club (ages 11 – 15)	1	6	3
Take & Make: Paper Seahorses (ages 12 – 18)	1 (passive)	60	n/a
Intro to Safe Babysitting Workshop (ages 11 – 14)	1	10	n/a
Open Gaming + VR (all ages)	1	36	17
Battlebots (see below)	1	1	2
<b>AGE GROUP TOTALS</b>	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	13	403	317
<i>Kids Program (ages 6-11) Total</i>	11	866	79
<i>Teen Program (ages 12-18) Total</i>	3	76	3
<i>General Audience (all ages) Total</i>	2	37	19
<b>TOTALS</b>	<b>29</b>	<b>1,382</b>	<b>418</b>
Number of Volunteers	3 adult volunteers		
Volunteer Hours	3 volunteer hours		

## July Program Highlights:

--July was full of programs with multiple special events and guests on top of our usual events and offerings. While everything received positive feedback the “Open Gaming” day had the most positive comments from kids, teens, and adults; preschoolers to grandparents tried new games and enjoyed connecting with their loved ones in a unique way (such as marveling at how immersive Virtual Reality is).  
 --The Library hosted Music at the Blissful (ages 2 – 7) and Tales and Origami thanks to grants from the Local Cultural Council.

--Battlebots was promoted as a teen program for ages 13 – 18 but sign ups were so low the program was opened up to families. As illustrated above, attendance was still small but the family that came had a great time!

**Upcoming Events:**

--*Anime Club* on August 8 from 4:00-6:00pm – Ages 11-15 will enjoy a showing of Hayao Miyazaki's *Princess Mononoke* with snacks.

-- Sand Art Central on August 20 from 2:00-3:00pm – Ages 5-15 are invited for a drop-in hour of sand art collages.

**Other:**

--Contributed to Director Screening Committee.

--Attended meeting regarding expansion of youth areas in the Library.

--Attended the webinar “Homelessness Training: How to Handle Problematic Behavior.”