



Pembroke Public Library
Trustees Meeting Agenda

April 16, 2025 at 7:00 PM
Trustees' Room

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

<https://us06web.zoom.us/j/87625460662>

Meeting ID: 876 2546 0662

Friends news

Foundation news

MINUTES OF PREVIOUS MEETING:

March 19, 2025

REPORTS:

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

OLD BUSINESS:

FY26-FY30 Strategic Plan
Building updates
FY26 Budget
Town Website, Library Trustees Page
Library Space Usage Observation/Analysis

NEW BUSINESS:

FY25 State Aid Award
Display/Exhibit Policy
Lending to Decertified Libraries Policy
MCC Creative Experiences Grant
Upcoming Events

Any unscheduled business following the posting of the agenda

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for March 19, 2025

ATTENDING: Stephanie McBain, Stephanie Ciciotti, Chair, Linda MacDonald, Sharon Stearns, Erin Columbare, Larissa Curley via zoom, Julia Nee (arrived late), Kathy Benvie, and Erin Petti.

Stephanie Ciciotti called the meeting to order at 7:04 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 minute 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: No major updates. Julia will be attending the next Friends Meeting on April 8, 2025 which a date will be set for their spring book sale.

FOUNDATION NEWS: Bob DeMarzo continues to create connections and build support for the Foundation and the children's room addition. Julia and Bob met with CEO of New England Village with Stephanie and Johnathan Grabowski, their Vice President of Communications and Development, to continue the conversation about future collaboration and support.

MINUTES FROM THE PREVIOUS MEETING: February 19, 2025. Sharon brought up some verbiage that needs to be corrected on the minutes. Sharon made a motion to accept the minutes for February and Larissa second, all in favor and a roll call of yes from all.

FEBRUARY YOUTH SERVICES REPORT: Mini Golf and Teen Craft & Community Service Hour events were very popular. Teens had lots of creativity. Melissa is looking into some much needed sound dampening options for the Youth Lounge. Linda made a motion to accept the February Youth Services Report, Sharon seconded the motion, all in favor yes and a roll call of yes.

FEBRUARY ADULTS/REFERENCE REPORT: February was the first meeting of a new, monthly adult event Cookbook Club, which give the community a chance to share recipes. There was a small turnout for the first meeting, but many people have asked questions and expressed interest in joining. Stephanie M.'s book club continues to be a great success. The movie night presenting Wicked was a wicked big hit. Linda made a motion to accept The February Adults/Reference Report, Larissa seconded and so it was voted. A roll call was done and yes by all.

FEBRUARY DIRECTOR'S REPORT: From last month, physical circulation has increased, the visitor count increased, and online resource usage increased dramatically. Big jump in February on use of Ancestry, Gale, and Universal Classes. Online usage has increase dramatically. Our collection is well rounded and other libraries borrowing from us. We seem to consistently loan more items to other libraries than we borrow, which reflects that the Library has a full and well-rounded collection. As an additional note, this number helps out State Aid funding total, since part of State Aid is calculated based on our circulation materials to patrons of other certified Massachusetts municipalities. Discussed the clock that is above the door and how the patrons miss the clock being there while being repaired, as the hook was unstable. Staff party was good. Sharon made a motion to accept the February Director's Report and Linda seconded, all in favor yes. Roll call yes.

FINANCIALS: We expended our material budget line for FY25. We will continue to purchase new materials thanks from the support of the Friends, the passport program, fines and other gifts as well. We're over on building/purchase of services line. Bill knows about this and is preparing to have them covered. We also might go over on Wage and Salaries due to Julia and Kathy's overlap, but this is something that Bill was aware of as well. Linda made a motion to accept the Financials and Sharon seconded, all in favor and a roll call was made, yes from all.

OLD BUSINESS: FY26-FY30 Strategic Plan: Survey closed and in-person feedback opportunities have also wrapped up. Julia is now working on analyzing all the community feedback and data to identify goals and priorities.

BUILDING UPDATES: We have had 2 other possible gas leaks in Stephanie's office. Julia asked Bill for a recommendation for a company to look at the vents. Septic system was pumped last week. Painting has been finished and we are displaying art in the meeting room. The rooftop update-Julia met with Bill who reports that he decided to wait until spring to reopen the bid for roof and RTU projects. A timeline has not been set yet but Bill said that we were still on track for the work to be completed. AV System in the meeting room. PAC TV gave a tutorial to the library employees on how to operate the cameras working and microphones. Stephanie said it was good to see how the system worked.

FY26 BUDGET: Julia is not here this evening because she is at the Select Board meeting to present the budget. Julia met with Bill Monday and will present to the Advisory Committee next Monday. Looks like budget will allow a second Library Assistant, which will be very helpful for programming and projects. \$1,000 increase for technology and a \$2500 increase for materials. No increase on Building Repairs and Purchase of Services lines. No increase for Programs line-

from community feedback for the strategic plan, our patrons want more programming from us, and this is going to be a challenge with the current budget. Cuts to Heating/Fuel line, Postage line, Custodial Supply line and Travel and Meeting line.

INTERNET POLICY: The Library Trustee Board all accepted the Internet Policy. Sharon made a motion to accept the Internet Policy and Erin seconded, all in favor with a roll call vote of yes.

HOTSPOT POLICY: The Library Board voted on the amended Hotspot policy and was approved by all. Linda made a motion to accept the revised Hotspot policy, Erin seconded, and so it was voted. Roll call yes.

TOWN WEBSITE, LIBRARY TRUSTEES PAGE: Discussed different avenues of changes such as: Add more contact information, Trustees Bylaws, List of Trustees responsibilities, Library Trustee's e-mail address and adding more to FAQ section. We will look over what needs to be added and discuss next meeting.

NEW BUSINESS: Abandoned Property Policy: Discussed lost and found and if donating items were still in place. If items left for more than 30 minutes at the library with no one attending the item what should be done. In 2016 an original policy was made for abandoned property therefore updating this policy with some changes being made. Sharon made a motion to accept the revised Abandoned Property Policy as amended, Erin seconded, and so it was voted. Roll call yes.

Julia arrived from the Select Board Meeting at 8:50 PM.

Library Space Usage Observation/Analysis: Julia met with Anna Popp, a consultant from MLS, to begin reviewing and discussing the current use of library spaces and planning for future use. We are starting to observe how people are currently using space. How people are using seats and tables.

Upcoming Events: Fairy Story time and Craft with Miss KiKi- Wednesday March 26, 4:00 pm. Intro to Babysitting- Thursday April 24, at 12:30 pm. (sponsored by the Friends).

Stephanie C. called the meeting at 8:04 PM. Meeting adjourned.

Respectfully submitted,
Linda MacDonald
Secretary

Youth Services Report to the Trustees: March 2024

Submitted April 2, 2025 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	9	260	213
Baby Lapsit (ages 0 – 2)	4	60	59
LEGO Club	1	10	6
Puppy Dog Tales	1	13	7
Chess Club	1	9	4
Tackling Test Anxiety, Local Author Visit (ages 5 – 8)	1	3	3
Fairy Storytime (ages 4 – 8)	1	13	8
NPES Grade 1 Storytime (off-site)	1	71	4
Scavenger Hunt: Busy Bees	1 (passive)	499	N/A
Teen Anime Club (ages 11 – 15)	1	3	n/a
Dungeons & Dragons (ages 11 – 14)	3	9	n/a
Take & Make: Pony Bead Bee (ages 12 – 18)	1 (passive)	60	n/a
Neighborhood Forest (all ages)	1 (passive)	74	n/a
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	13	320	272
<i>Kids Program (ages 6-11) Total</i>	7	618	32
<i>Teen Program (ages 12-18) Total</i>	5	72	n/a
<i>General Audience (all ages) Total</i>	1	74	n/a
TOTALS	26	1,084	304
Number of Volunteers	4 adult volunteers		
Volunteer Hours	5 volunteer hours		

March Program Highlights:

--This is the Library's first year collaborating with Neighborhood Forest, a non-profit organization that provides free trees for families to plant in their yards. As evidenced by the number of registrants, this was a popular program! Trees will arrive at the Library and be distributed around Earth Day.

Other:

--Met with Farmers Market rep, alongside Director, to discuss Library presence and collaboration for these upcoming events.

--Met virtually with architects, alongside Director, to discuss plans for children's library expansion.

--Added collection of Yoto Cards in response to patrons' inquires for this item. A Yoto Player will be added to the circulating collection soon.

Special Upcoming Events:

Mosquito Safety (with Plymouth County Mosquito Control Project) on May 28 from 4:00-5:00pm - Families can prepare for summer by learning about mosquitos, their lifecycle, free local services, and more.

March 2025 Reference/Adult Services Report

Peter Santore
04/04/2025

Reference Requests (Reference Desk only):

<u>Total requests:</u>	64
General information:	09
Technology:	45
Item Requests:	01
<u>Passport:</u>	<u>09</u>
In person:	50
Phone:	13
Website:	01

In-depth Reference help included:

- Aided patron in diagnosing and resolving issues related to their Kindle Account
- Provided patron assistance in identifying and resolving problems with their Tablet
- Assisted patron in accessing and operating library computers and in identifying fraudulent mail offers

Adult Events:

Total: 21 events with 154 attendees, including:

- Monday, March 3rd, Movie Matinee, *Philomena* (Attendance: 6)
- Tuesday, March 4th: Book Club, *After Annie* (Attendance: 17)
- Wednesday, March 5th: *Paul Simon's Still Rhymin' Session 2* with Roz Kubek (Attendance: 7)
- Thursday, March 6th, *Timing the Tides* with Lisa Lopes (Attendance: 4)
- Monday, March 10th, Movie Matinee, *On the Basis of Sex* (Attendance: 8)
- Thursday, March 13th, Cookbook Club. (Attendance: 3)
- Monday, March 17th: Movie Matinee, *Fried Green Tomatoes (2024)* (Attendance: 4)
- Thursday, March 20th, Mystery Book Club, *How to Solve Your Own Murder* (Attendance: 4)
- Monday, March 24th: Movie Matinee, *Becoming Jane* (Attendance: 6)
- Tuesday, March 25th: Genealogy Night (Attendance: 5)
- Monday, March 31st: Movie Matinee, *Legally Blonde* (Attendance: 4)
- Tuesdays, March 4th, 11th, 18th, 25th. Knitting (4 events, total attendance: 46)
- Wednesdays, March 5th, 12th, 19th, 26th. Yoga (4 events, total attendance: 19)

Volunteers:

- 10 Youth Volunteers, 39 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 resources
- Interviewing and onboarding new Library Volunteers
- 2025 Summer Reading Program preparation

Outreach:

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

Pembroke Public Library - Director's Monthly Report March 2025

Circulation	Mar 2022	Mar 2023	March 2024	Feb 2025	Mar 2025
Adults	4677	4130	3971	3684	3979
YA	337	374	312	274	346
Children	4038	4174	4370	3715	4613
TOTAL:	9052	8682	8653	7673	8938
OverDrive total / (OA total):	1950	2244 / (742)	2753 / (841)	2551/(2067)	2844/(2229)
Hoopla total:	310	340	474	576	696
Kanopy total:	57	72	140	77	105
NY Times total:	3	5	17	197	283
Online resources Usage	842	706*	605	1226	848
Museum Passes & Hotspot loans	49	54	49 + 10	42 + 6	49 + 8
Overdrive patron registration	19	31	34	34	29
Patrons registered new cards (IP)	75	86	101	100	113
Patrons registered new ecards			20	24	27
Mobile holds/renewals	520	463	375	396	491
Non-resident borrowing	1976	1658	1764	1596	1840
Items loaned to other libraries	2421	2490	2037	1860	2009
Item borrowed from other libraries	1611	1294	1193	1199	1297
ComCat loaned	23	13	15	23	20
ComCat borrowed	31	44 +7	15 +2	51 + 6	57 + 2
Passport applications	161	149	143	157	151
Visitor Count	5541	8711	7627	7765	8522
Meeting Room Usage (MR + TR)		44 + 13 = 57	39 + 15 = 54	37 + 22 = 59	42 + 26 = 68

Collections	Mar 2022	Mar 2023	March 2024	Feb 2025	Mar 2025
Items added	603	378	334	405	561
Items discarded	1059	291	431	829	1533
Items marked Missing	25	15	17	17	28

Events	Mar 2022	Mar 2023	March 2024	Feb 2025	Mar 2025
Adult programs	15	17	15	18	21
Adult attendees	117	165	152	126	154
Youth events	15	20	27	24	26
Youth attendees	472	790	1254	1541	1388

Computer Use	Mar 2022	Mar 2023	March 2024	Feb 2025	Mar 2025
Adult	328	316	323	221	307
Juvenile	161	263	277	331	337
Total	489	579	600	552	644
WiFi (Total Sessions)				1405	1631

Staff and other news:

- In March, our Seed Library launched for its second season! This has been a very popular new service, and local business and residents have been very generous with donations to help keep the Seed Library stocked. Thank you to staff members Miss Kiki and Cory for all their efforts in making the Seed Library flourish!
- We faced some building challenges this month, including another possible gas leak and a leak in the children's room sink drain. We also celebrated some small building improvements, including some minor repairs by a handyman and having the building's septic system pumped.
- FY26 budget talks are still progressing. In March, I met with the Town Manager, the Select Board, and Advisory Committee in preparation for the Spring Town Meeting. The recommended budget does not cover all that we asked for, but will allow the Library to remain certified and eligible for State Aid funding.
- I met with PPD Sgt. Chris Wyman and PFD Deputy Fire Chief Jim Shea to begin writing an updated Emergency Response and Evacuation Plan for the Library. This is an ongoing project that will ensure the safety of library patrons and staff in the event of all kinds of emergencies.

- Work on the FY26-FY30 Strategic Plan continues. I send Michelle Eberle, our MLS Strategic Planning consultant, a draft of the plan's section on Goals & Priorities. I also met with MLS consultant Anna Popp for a space evaluation, and staff began an observation project so we can conduct a space usage analysis.
- I attended numerous meetings and established community connections this month, including 2 meetings and a tour of New England Village with Foundation President Bob DeMarzo, NEV CEO Stephanie Costa, and NEV Vice President of Communications and Development Jonathan Grabowski. I also met with KT McGraw from the Pembroke Farmers Market, Michael Kelble from the Pembroke Art's Festival, and Kathleen Kelble from the Recreation Commission (Easter Egg Hunt) to discuss the Library presence and collaboration at these community events.
- Work on the children's room expansion project is gaining momentum. I met with the library staff, Foundation representative Judith Parks, Trustees Representative Stephanie C., and architects from Johnson Roberts (in person and on via Zoom) to begin discussions of the Library's needs.
- Art exhibits have returned to the Meeting Room! Art from PCMS, NPES, HES, and BES students went on display in March and will be shown through the end of April.