



Pembroke Public Library
Trustees Meeting Agenda

May 21, 2025 at 7:00 PM
Trustees' Room

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

<https://us06web.zoom.us/j/83770621283>

Meeting ID: 837 7062 1283

Introduction of New Trustees

Reorganization of the Board

Friends News

Foundation News

MINUTES OF PREVIOUS MEETING:

April 16, 2025

REPORTS:

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

OLD BUSINESS:

FY26-FY30 Strategic Plan
Building Updates
FY26 Budget
Town Website, Library Trustees Page
Display/Exhibit Policy

NEW BUSINESS:

Mattakeesett Garden Club/Landscaping
Upcoming Meeting Schedule
Upcoming Events

Any unscheduled business following the posting of the agenda

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for April 16, 2025

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

Stephanie Ciciotti called the meeting to order at 7:03 P.M.

Please note that this meeting is made available to the public through and audio recording which will be used to ensure an accurate record of proceedings produced in the 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: Julia went to April's meeting. Saturday, May 3, 2025 is the annual book/bake sale. Friends is sponsoring a new pass for Historic New England, a collection of 38 house museums. It is so great to offer this pass to our patrons. Two adults and any amount of kids can enter on this pass.

FOUNDATION NEWS: Bob DeMarzo came to the meeting prior to the 7:00 P.M. arrival to hand out the design options for the new addition to the library. Options of 4 designs were reviewed by the Library Trustee Board. A public drive is being handed out tomorrow night at The Chamber of Commerce meeting. A copy of the support for the expansion of our children's room was passed out to the library board members. Julia, Stephanie M. and Melissa have put priorities in place for the expansions. Features from each design can be incorporated to make the design work for all.

MINUTES OF PREVIOUS MEETING: March 19, 2025, Stephanie M. stated a correction with her book club. The club started 10 years ago and is not a new book club. Larissa made a motion to accept the pending correction and Sharon seconded. Roll call from all is a yes.

MARCH YOUTH SERVICES REPORT: The library has collaborated with Neighborhood Forest, a non profit organization that provides free trees for families to plant in their yards. 74 families will be receiving trees from them and will be distributed around Earth Day. A Yoto Player has been added to the circulating collection as well as a collection of Yoto Cards as requested from the patrons'. Sharon made a motion to accept the March Youth Services Report, Linda seconded and a roll call was made with a yes from all.

MARCH ADULTS/REFERENCE REPORT: Roz Kubek's program on Paul Simon was a great turn out. We got a card from one of the attendees and a donation to the library. The movies were also very good attendance this month. The knitting club is outgrowing the room. Reference help included aiding patrons' in diagnosing and resolving issues related to their Kindle Account. Preparing the 2025 Summer Reading Program. Mary Beth made a motion to accept the March Adults/Reference Report, Larissa seconded and a roll call of yes by all.

MARCH DIRECTOR'S REPORT: Visitor count was up. Julia stated it was a good month. Museum pass usage was discussed and a pamphlet was passed around. Our Seed Library launched for its second season, this is very popular. Local businesses have been very generous with donations to help keep the Seed Library stocked. Sharon made a motion to accept the March Director's Report, Mary Beth seconded with a roll call yes from all.

FINANCIALS: Julia stated that everything seems to be on track. Julia is purchasing 4 new computers for staff. No time line when they will arrive. She prioritized which computers will be replaced. Discussed hot spots and maybe upgrade to a 5G. Linda made a motion to accept the March Financials, Sharon seconded, with a roll call of yes.

OLD BUSINESS: FY26-FY30 Strategic Plan: A plan was drafted and passed out for the Library Trustee Board review any input/ feedback is welcome. A full plan will be issued next meeting. Priorities and goals will be discussed. Final will be in June.

BUILDING UPDATES: Julia got a quote for carpet cleaning. Amount was over \$3,000. Julia is looking into just doing high traffic areas. Town just got notice that the roof top unit is in progress. Money has been put aside for the job.

FY26 BUDGET: Julia would like to get a copy of the warrant. Julia will meet with Bill C. Nothing has changed.

TOWN WEBSITE/LIBRARY TRUSTEE PAGE: We discussed changes. Recommendations were made. Julia looked at other Trustee pages to compare differences. Sharon also looked into other towns pages.

LIBRARY SPACE USAGE OBSERVATION/ANALYSIS: Julia got report back from Anna Popp, MLS Consultant. Moving computer stations around so staff can help the patrons'. Signage color and lighting were discussed as well between Anna and Julia.

NEW BUSINESS: FY25 State Aid Award. Over \$25,000 and the percentages have been increasing steadily. Missing Sunday hours is one day of circulation that the numbers go down, but expected.

DISPLAY/EXHIBIT POLICY: Julia handed out a draft for a new policy. Julia stated she could go through each section. The Library Board is going to review this and vote the Display/Exhibit next meeting.

LENDING TO DECERTIFIED LIBRARIES POLICY: A draft was passed out by Julia for review by The Library Trustees. We reviewed and discussed the changes that were made. A vote was made to pass the policy as distributed. Mary Beth moved to accept the changes, Larissa seconded. A roll call was taken and a yes by all.

MCC CREATIVE EXPERIENCES GRANT: Julia has submitted an application for a program series. Natural Wonders will be a 8-10 program summer series. This grant is a \$5,000 grant for a 2026 summer program. We will not have notice if we will receive the grant until the fall. Julia informed us on all that this includes.

UPCOMING EVENTS: Julia discussed upcoming events. School vacation is this coming week. Three highlights mentioned was the movie, Wild Robot, for a family event. A Poetry night with deserts from Guilty Bakery. You can read a poem or come to listen to poems being read. And ASL Bingo on Friday was also mentioned. The Bake and Book Sale is coming up May 3, 2025.

Next Library Trustee Meeting is on May 21, 2025

Meeting adjourned by Stephanie C. at 8:16 P.M.

Respectfully Submitted,

Linda MacDonald
Secretary

Youth Services Report to the Trustees: April 2025

Submitted May 1, 2025 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	7	180	141
Storytime w/ Boston Children’s Hospital (ages 2 – 5)	1	21	24
Playtime (ages 2 – 5)	1	9	13
Baby Lapsit (ages 0 – 2)	4	55	52
LEGO Club	1	14	10
Puppy Dog Tales	1	4	1
Chess Club	1	4	4
Movie Matinee: The Wild Robot	1	5	3
Hobomock Grade 1 Storytime (off-site)	1	60	3
Bryantville Grade 1 Storytime (off-site)	1	58	3
Scavenger Hunt: Bunny’s Word Hunt	1 (passive)	440	n/a
Teen Anime Club (ages 11 – 15)	1	4	2
Dungeons & Dragons (ages 11 – 14)	1	4	n/a
Intro to Babysitting	n/a	n/a	n/a
Take & Make: Bunny Magnets (ages 12 – 18)	1 (passive)	48	n/a
ASL Family BINGO w/ guest from New England Village	1	1	1
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	12	252	221
<i>Kids Program (ages 6-11) Total</i>	7	585	24
<i>Teen Program (ages 12-18) Total</i>	3	56	2
<i>General Audience (all ages) Total</i>	1	1	1
TOTALS	23	894	248
Number of Volunteers	4 adult volunteers		
Volunteer Hours	4 volunteer hours		

April Program Highlights:

- We will be inviting our guest from Boston Children’s Hospital back for an older group of children so more community members can benefit from her presentation!
- As shown above, our Babysitting workshop was cancelled (due to low registration), but we’ll offer this same workshop in August as it’s often very popular.

Other:

- Attended “Tips and Tricks for Hosting Intergenerational Programs” webinar.
- Attended South Shore Young Adult Roundtable meeting.
- Participated in several meetings regarding expansion of youth area.

April 2025 Reference/Adult Services Report

Peter Santore
05/05/2025

Reference Requests (Reference Desk only):

Total requests:	56
General information:	08
Technology:	43
Research:	01
Item Requests:	01
Passport:	03
In person:	46
Phone:	07
Email:	01
Website:	02

In-depth Reference help included:

- Provided instruction on using in library genealogy research tools
- Assisted patron in formatting documents within word processors
- Provided patron in understanding and accessing international travel paperwork

Adult Events:

Total: 20 events with 180 attendees, including:

- Tuesday, April 1st: Book Club, *Real Americans* (Attendance: 14)
- Wednesday, April 2nd: Acoustic Music Night (Attendance: 4)
- Thursday, April 3rd: Adult Craft Night: *Beach Rock Art*, with Sarah Nelson (Attendance: 19)
- Monday, April 7th, Movie Matinee, *A Real Pain* (Attendance: 5)
- Tuesday, April 8th, *Songs and Stories: Johnny Cash* with Matt York (Attendance: 33)
- Wednesday, April 9th: *Poems of Hope and Resilience* with Roz Kubek (Attendance: 7)
- Monday, April 14th, Movie Matinee, *Dead Poet's Society* (Attendance: 2)
- Thursday, April 17th, Mystery Book Club, *What Have You Done?* (Attendance: 3)
- Thursday, April 24th, *Poetry Night*, hosted by Peter Santore (Attendance: 2)
- Monday, April 28th: Movie Matinee, *Hell or High Water* (Attendance: 3)
- Tuesday, April 29th: Genealogy Night (Attendance: 4)
- Tuesdays, April 1st, 8th, 15th, 22nd, and 29th. Knitting (5 events, total attendance: 62)
- Wednesdays, April 2nd, 9th, 16th, 30th. Yoga (4 events, total attendance: 22)

Volunteers:

- 7 Youth Volunteers, 16 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
- Finalization of prep-work for 2025 Summer Reading Challenge

Outreach:

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

Pembroke Public Library - Director's Monthly Report April 2025

Circulation	April 2023	April 2024	Feb 2025	Mar 2025	Apr 2025
Adults	3860	3907	3684	3979	3746
YA	334	360	274	346	321
Children	3949	4159	3715	4613	4038
TOTAL:	8143	8426	7673	8938	8105
OverDrive total / (OA total):	2040 / (680)	2585 / (845)	2551/(2067)	2844/(2229)	2681/(2231)
Hoopla total:	342	509	576	696	597
Kanopy total:	29	37	77	105	75
NY Times total:	4	51	197	283	301
Online resources Usage	480	404	1226	848	737
Museum Passes & Hotspot loans	76	61 + 8	42 + 6	49 + 8	62 + 9
Overdrive patron registration	24	40	34	29	30
Patrons registered new cards (IP)	57	105	100	113	106
Patrons registered new ecards		30	24	27	26
Mobile holds/renewals	502	463	396	491	441
Non-resident borrowing	1593	1789	1596	1840	1585
Items loaned to other libraries	1962	1865	1860	2009	1918
Item borrowed from other libraries	1327	1195	1199	1297	1212
ComCat loaned	14	25	23	20	17
ComCat borrowed	32 + 6	27 + 3	51 + 6	57 + 2	52 + 6
Passport applications	130	135	157	151	129
Visitor Count	7071	8121	7765	8522	7277
Meeting Room Usage (MR + TR)	35 + 16 = 51	40 + 12 = 52	37 + 22 = 59	42 + 26 = 68	41 + 34 = 75

Collections	April 2023	April 2024	Feb 2025	Mar 2025	Apr 2025
Items added	477	476	405	561	559
Items discarded	505	322	829	1533	818
Items marked Missing	11	12	17	28	27

Events	April 2023	April 2024	Feb 2025	Mar 2025	Apr 2025
Adult programs	16	18	18	21	20
Adult attendees	213	156	126	154	180
Youth events	20	28	24	26	23
Youth attendees	538	1117	1541	1388	1142

Computer Use	April 2023	April 2024	Feb 2025	Mar 2025	Apr 2025
Adult	266	422	221	307	262
Juvenile	260	238	331	337	259
Total	526	660	552	644	521
WiFi (Total Sessions)			1405	1631	1589

Staff and other news:

- In April, we were once again the collection site for a PCMS student's successful Project 351 clothing drive.
- I met and continued to establish connections with various town and library groups, including meetings with Diane Picout (Pembroke's new Senior Services Director), Pembroke Community Collaborative, the Arc of Plymouth and Upper Cape Cod, NAMI Plymouth (National Alliance on Mental Illness), the Pembroke Chamber of Commerce, the Friends of the Pembroke Public Library, and the SAILS Board of Directors, which I've been nominated to join as a Director serving a community with a population in the 10,000 - 25,000 population group in FY26 for a 3 year term.
- Along with Stephanie M. and Melissa, I met with Pembroke Public Library Foundation and architects to continue to advance the Children's Room expansion project.
- Successfully addressed minor building issues, including replacing the flag and reconfiguring the cord system, repairing the leaking sink drain in the family restroom, and repairing the front door frame when it jammed. A huge thank you to George Arra from the Community Center for all his help!