



Pembroke Public Library
Trustees Meeting Agenda

June 18, 2025 at 7:00 PM
Trustees' Room

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

<https://us06web.zoom.us/j/86467259832>

Meeting ID: 864 6725 9832

Friends News

Foundation News

Bob DeMarzo

MINUTES OF PREVIOUS MEETING:

May 21, 2025

REPORTS:

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

OLD BUSINESS:

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

NEW BUSINESS:

Library Trust Funds
Board of Trustees Bylaws
Upcoming Events

NEXT MEETING:

August 20, 2025

Any unscheduled business following the posting of the agenda

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes for May 21, 2025

ATTENDING: Julia Nee - Director, Stephanie McBain, Stephanie Ciciotti - Chair, Larissa Curley, Linda MacDonald, Sharon Stearns, Erin Columbare and Erin Petti.

Stephanie Ciciotti called the meeting to order at 7:01 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 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.

Introduction of New Trustees: Welcome to Erin Petti as a newly elected official of the Pembroke Library Trustee Board.

Reorganization of the Board: Stephanie Ciciotti will remain as Chair of The Library Trustee Board. Linda made a motion to accept, and Erin C. seconded and so it was voted by all. Larissa Curley will remain as Vice-Chair. Stephanie C. made a motion to accept and Erin C. seconded and so it was voted. Sharon Stearns is the Treasurer. Linda made a motion to accept, and Erin C. seconded and so it was voted. Erin Petti is the Secretary. Linda motioned to accept, and Sharon seconded and so it was voted by all.

FRIENDS NEWS: Julia gave us an update on the spring book and bake sale. The amount of money they made was \$1920. The fall date for the book sale has been set for October 24 and 25, 2025. Looking for better proceeds so the Friends may extend the hours of the sale in the fall. Julia discussed other fundraisers that the Friends will have such as Shaw's Give Back Where It Counts Reusable Bag Program, a silent auction, and the annual ornament sale. The Friends will also fund the prizes for the summer reading program. Julia went over the expected FY26 requests with the Friends and the amount to be requested is about \$11,530 with some other expenses such as the babysitting program, crafts for the farmers market, and treescaping in front of the library. Sharon Stearns our garden

club expert, explained that the Mattakeesett Garden Club was looking at redoing the landscaping in the flag pole garden, with different trees and plants that would be beneficial for the entrance of the library. More native plants with year-round interest.

FOUNDATION NEWS: Julia saw many at the Chamber of Commerce. A second round of drawings were passed around for us to review. The plans include Larger space for teens, better noise control, study rooms, more storage space, and a new conference room for the Library Trustees. Bob DeMarzo is very optimistic about this project. We discussed if the table and chairs were included. Julia will keep us posted but we do have some state aid set aside.

MINUTES FROM THE PREVIOUS MEETING: May 21, 2025. Spelling error to be corrected. Also Anna's full name and position to be put in the minutes. Meeting adjourned to be changed as well. Larissa moved to accept the amended minutes, Erin C. seconded and so it was voted.

APRIL YOUTH SERVICES REPORT: Babysitting course cancelled low registration. The Scavenger Hunt is such a great hit. Sharon made a motion to accept the April Youth Services Report and Linda seconded and so it was voted.

APRIL ADULTS/REFERENCE REPORT: Two great adult programs: Beach Rock Art Program and Adult Knitting Group. Linda made a motion to accept the minutes and Erin C. seconded. And so it was voted.

APRIL DIRECTOR'S REPORT: Two version of the same report were passed out for us to review and discuss. Julia suggests that the report is switched so we can see a longer trend. It is helpful to see more than one month at a time. Passport were down. The museum passes are doing really well. One of the end caps will be a museum pass display. In April we hosted a successful clothing drive for a PCMS student. Julia met with various town and library groups, and has been nominated to join the SAILS Network Board starting in FY26 for a 3 year term. Congratulations Julia. Thank you to George Arra from the Community Center for all his help with minor building issues. Sharon made a motion to accept the April Director's Report, Erin C. seconded and so it was voted.

FINANCIALS: Everything is on track. Linda made a motion to accept the April Financials, Larissa seconded, and so it was voted.

OLD BUSINESS: Julia passed out the Strategic Plan FY-26-FY30. Editing has been made an updated version will be presented next month for voting.

BUILDING UPDATES: Meeting room blind cord management broke, George fixed this issue. Drinks spilled in the bathroom. Rooftop units have been ordered. This job will be finished by July 1st but the starting date has not been determined. Julia showed us around the library all the work that will be done from moving tables, books, and making collections and space more accessible.

FY26 BUDGET: Discussed spending, databases, budgeting and cuts. Database prices are skyrocketing. At the Annual Town Meeting the Library has been approved for Capital improvement for exterior painting, door replacement, carpet replaced, water fountain, and partitions.

TOWN WEBSITE, LIBRARY TRUSTEES PAGE: Discussion for change on The Library Trustee page. Stephanie Ciciotti suggested Trustees E-Mail should be on the page. Julia noted suggested changes.

Stephanie Ciciotti, Chair moved to discuss the Display/Exhibit Policy to the next meeting.

UPCOMING MEETING SCHEDULE: Library Trustees will not meet in the month of July.

UPCOMING EVENTS: Julia updated us on the events that are coming up. Mini Golf is coming back!!!!

Next Library Trustee Meeting is on June 18, 2025.

Meeting adjourned at 9:08 P.M.

Respectfully Submitted,

Linda MacDonald
Secretary

Youth Services Report to the Trustees: May 2025

Submitted June 6, 2025 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	7	175	142
Baby Lapsit (ages 0 – 2)	5	86	81
CNK Visit (on-site)	1	17	6
LEGO Club	1	21	10
Puppy Dog Tales	1	11	6
Chess Club	1	4	4
Scavenger Hunt: Butterfly Shapes	1 (passive)	369	n/a
Teen Anime Club (ages 11 – 15)	n/a	n/a	n/a
Alien Escape Room (age 7 – 16)	1	19	4
Take & Make: Venus Flytraps (ages 12 – 18)	1 (passive)	48	n/a
Mosquito Safety w/ Plymouth County Mosquito Control	n/a	n/a	n/a
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	13	278	229
<i>Kids Program (ages 6-11) Total</i>	4	405	20
<i>Teen Program (ages 12-18) Total</i>	2	67	4
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	19	750	253
Number of Volunteers	3 adult volunteers		
Volunteer Hours	3 volunteer hours		

May Program Highlights:

--The Alien Escape Room was *very* popular with attendees with a majority of youth being tweens/teens. Participants were placed into groups of four and then spent 90 minutes solving puzzles, completing mazes, and having fun!

--As shown above, both Anime Club and Mosquito Safety were canceled; this was due to a lack of participants, likely due to the timing of these events (Anime Club had to be moved from its original date and Mosquito Safety happened to align with a particularly nice day).

Other:

--Presented on a Youth Services Section "Speed Dating" panel at the 2025 Massachusetts Library Conference. The topic was our ever-popular and wildly successful Read and Bead incentive program for our annual Summer Reading Challenge.

--Prepped for Summer Reading Readiness visits to all three local elementary schools; these will be completed in early June.

--Participated in Zoom meeting regarding expansion of youth area.

May 2025 Reference/Adult Services Report

Peter Santore
06/06/2025

Reference Requests (Reference Desk only):

<u>Total requests:</u>	47
General information:	05
Technology:	40
Research:	01
<u>Passport:</u>	01
In person:	42
Phone:	04
Email:	01

In-depth Reference help included:

- Provided genealogy research assistance
- Guided patron through formatting documents to print
- Assisted patron in Libby operation

Adult Events:

Total: 17 events with 135 attendees, including:

- Tuesday, May 6th: Book Club, *How to Read a Book* (Attendance: 14)
- Wednesday, May 7th: Acoustic Music Night (Attendance: 7)
- Saturday, May 10th: Adult Crafternoon: *Photo Display Boards*, with Sarah Nelson (Attendance: 11)
- Monday, May 12th, Movie Matinee, *Casino Royale (2006)* (Attendance: 2)
- Tuesday, May 13th, *History and Legends through Song* with John Waterman (Attendance: 4)
- Thursday, May 15th, Mystery Book Club, *House of Glass* (Attendance: 3)
- Monday, May 19th, Movie Matinee, *Boiler Room* (Attendance: 1)
- Tuesday, May 27th: Genealogy Night (Attendance: 2)
- Wednesday, May 28th, *Composting at Home* with Meghan Watts (Attendance: 20)
- Tuesdays, May 6th, 13th, 20th, 27th. Knitting (4 events, total attendance: 51)
- Wednesdays, May 7th, 14th, 21st, 28th. Yoga (4 events, total attendance: 20)

Volunteers:

- 8 Youth Volunteers, 27 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
- Material preparation and consolidation for 2025 Summer Reading Challenge

Outreach:

- Town Hall Visit and Notice Board Update
- Grocery Store Community Boards Update
- PACTV PSA Day recording: Summer Reading PSA, Ongoing Events PSA

Pembroke Public Library - Director's Monthly Report May 2025

Circulation	May 2023	May 2024	Mar 2025	Apr 2025	May 2025
Adults	3852	3738	3979	3746	3917
YA	376	317	346	321	318
Children	4158	4130	4613	4038	3761
TOTAL:	8386	8185	8938	8105	7996
OverDrive total / (OA total):	2070 / (731)	2647 / (830)	2844/(2229)	2681/(2231)	2772/(2164)
Hoopla total:	354	479	696	597	626
Kanopy total:	47	98	105	75	82
NY Times total:	3	69	283	301	208
Online resources Usage	491*	290**	848	737	689
Museum Passes & Hotspot loans	46	42 + 8	49 + 8	62 + 9	64 + 12
Overdrive patron registration	28	29	29	30	33
Patrons registered new cards (IP)	44	51	113	106	73
Patrons registered new ecards		14	27	26	25
Mobile holds/renewals	530	449	491	441	447
Non-resident borrowing	1607	1841	1840	1585	1824
Items loaned to other libraries	1904	1734	2009	1918	2031
Item borrowed from other libraries	1336	1234	1297	1212	1273
ComCat loaned	24	17	20	17	29
ComCat borrowed	26 + 2	23 + 2	57 + 2	52 + 6	53 + 4
Passport applications	105	104	151	129	98
Visitor Count	7060	6912	8522	7277	7421
Meeting Room Usage (MR + TR)	38 + 16 = 54	43 + 19 = 62	42 + 26 = 68	41 + 34 = 75	38 + 24 = 62

Collections	May 2023	May 2024	Mar 2025	Apr 2025	May 2025
Items added	433	680	561	559	480
Items discarded	838	442	1533	818	1035
Items marked Missing	24	23	28	27	83

Events	May 2023	May 2024	Mar 2025	Apr 2025	May 2025
Adult programs	16	17	21	20	17
Adult attendees	143	99	154	180	135
Youth events	21	23	26	23	19
Youth attendees	1044	1036	1388	1142	1003

Computer Use	May 2023	May 2024	Mar 2025	Apr 2025	May 2025
Adult	295	332	307	262	222
Juvenile	221	261	337	259	265
Total	295	593	644	521	487
WiFi (Total Sessions)			1631	1589	1622

Staff and other news:

- The Annual Town Meeting was on May 13th. The Library's budget passed, as did 6 Capital Projects for the building; Exterior Painting, Exterior Door Replacement, Restroom Partitions, Carpet Replacement - Staff Areas, Carpet Replacement - Main Library, and Water Fountain Replacement (2).
- The Friend's held their very popular spring book sale in May, where they raised \$1,920!
- We made three technological improvements this month: we upgraded some of our circulating hotspots to 5G devices, introduced 14 day loans for some our hotspots, and improved the desktop experience on the patron computers for easier usage. Thank you to staff members Janet and Linda for their efforts on these projects!
- I met with Pembroke Public Library Foundation and architects to continue to advance the Children's Room expansion project.
- I met and continued to establish connections with various town and library groups, including meetings with the Town Manager, Plymouth County Outreach, and the SAILS Executive Board. I also attended the Massachusetts Library Association Conference with a scholarship from the Massachusetts Library System.