



## **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for February 15, 2023*

**ATTENDING:** Kathy Benvie (Interim Director), Stephanie Ciciotti, Janet Coleman (Librarian), Larissa Curley, Sean Fitzpatrick (Chair), Stephanie McBain (Reference Librarian), Melissa McCleary (Youth Services Librarian), Jill Taylor, and Carol Watches.

Sean Fitzpatrick, Chair, called the meeting to order at 7:01 P.M.

**INTRODUCTION OF ATTENDING STAFF MEMBERS:** We had the pleasure of enjoying the company of some staff members, this evening! Kathy and Janet have been running mini meetings in order to ensure staff is able to remain on the same page without the delay of waiting for larger, full staff meetings. The staff has been working tirelessly to make sure the library runs smoothly while we transition to a new Director, with many activities happening behind the scenes.

Per Kathy, Janet has always been Kathy's right hand. She has been dependable and anticipates needs; she is the calm, cool, collected voice of reason and the bridge between staff. She has taken on the added responsibility of scheduling staff, which is a challenging undertaking.

Stephanie is always there and has a large amount of work to do on a daily basis, yet she's always attending to patrons' needs. She manages her workload well while also providing a high level of attention to each visitor to the library. Not only does she perform her duties well, but she trains staff on how to do tasks as she goes along. Stephanie has taken on the added responsibility of financial transactions in day to day library transactions.

Melissa doesn't limit herself to Youth Services. She is everywhere in this building. If there are two people in line at the desk, she is right behind the desk checking patrons out. She has a way about her that when she is helping someone, she is also guiding them. She cares, and everybody knows how much she cares.

The library is so fortunate to have these, and our other, members of staff going above and beyond for patrons and the community.

**MINUTES OF PREVIOUS MEETING(S):** The minutes of the January meeting were reviewed. Carol moved to accept the minutes, Stephanie seconded, and it was so voted.

**OLD BUSINESS:** *Building Updates* – Kathy reports the blinds have been installed in the meeting room and they are awesome. They darken the room really well for Movie Matinees! The Aunt Flow dispensers have been installed in the public restrooms (the women's room and the family restroom). The rooftop HVAC units still need some work, but the current setup is working adequately. Kathy will touch base with Bill Chenard (Town Manager) at some point soon to discuss these and other repairs. The parking lot lights are going to be repaired soon!

**DIRECTOR'S REPORT(S):** The amended Director's report for October was reviewed. Jill moved to accept the amended report as written, Carol seconded, and it was so voted. The Director's report for January was reviewed. Stephanie asked if library card applicants must be residents of Pembroke; all Massachusetts residents can obtain a Pembroke Public Library card. Out of state residents can obtain a library card per the discretion of the library. In order for an out of state resident to obtain a card that includes the entire SAILS network collection, they must pay a \$75 fee.

Stephanie asked about how items are chosen to be weeded out and discarded. Stephanie (Reference Librarian) pulls a report that lists all materials that haven't been checked out in the last five years. Kathy says there is a lot more work that goes into that process, and Stephanie has been doing a fantastic job (as has Melissa, in Youth Services).

Carol asked if Jill can send the Trustees the data for the Action Plan on a quarterly basis so it can be tracked; Jill shall. Carol moved to accept the report as written, Larissa seconded, and it was so voted.

**YOUTH SERVICES REPORT(S):** The Youth Services report for January was reviewed. Carol asked Melissa whether she visited two different schools or not; Melissa had two classes at once. Stephanie asked about Teen Anime Club and age ranges. Melissa informed us that most of the attendees are 11 and older, but Miss Kiki might be willing to allow 10 year olds, if they are interested. Carol moved to accept the report as written, Larissa seconded, and it was so voted.

**REFERENCE LIBRARIAN'S REPORT(S):** The Reference Librarian's report for January was reviewed. Carol mentioned the agreed-upon capping of Passport applications. Stephanie let us know that, rather than capping the applications at a certain number, each staff person who manages the applications has limited the number of applications they process to one per day. There is steady attendance at the Movie Matinees. Stephanie moved to accept the Reference Librarian's report as written, Carol seconded, and it was so voted.

**FINANCIAL REPORT(S):** Kathy has adjusted the format of the library's monthly financial reports to more closely match the town's operating budget reports, for easier cross-referencing. The town has not issued the end of January report yet; by the next meeting, Kathy will be able to provide all of the reports where they will all match.

The library had a Capital line that had expired; the funds were returned to the town. There is another line that will expire in June; these funds were earmarked for refinishing the countertops at the circulation desk. Kathy believes the allotted amount will not cover the work and doesn't want to rush work just to spend the funds. She may expend the funds on other, related projects, and will meet with Bill to make sure any other projects will meet the parameters of the funding line.

Kathy would like to earmark available funds from the Passport line to cover extra staff who work on Saturdays, specifically to process Passport applications. This would be approximately \$8,500 per year out of the Passport line. The Town Manager is proposing a small increase in our book (materials) line. Kathy suggested that the library receive a 5% budget increase. This covers half of the SAILS network membership. The other half has, historically, been paid from state grant funding.

The programming budget has been under negotiation with the town. Melissa and Stephanie outlined exactly what programs would make up the expended funds that were requested, and the funding request was approved. Carol made a motion to accept the December Financial Report as printed, Stephanie seconded, and it was so voted.

**NEW BUSINESS:** *Conflict of Interest Training* – Carol and Jill are due for completing the Conflict of Interest training this year.

*Treasurer Board Position* – Jill made a motion to establish the position of Treasurer, which would entail checking financial reports for accuracy, obtaining and rectifying year-end Trust fund reports, etc. Larissa seconded and it was so voted. Carol moved to nominate Stephanie as Treasurer, Jill seconded and it was so voted.

*Search Committee Update* – A candidate came in for a second interview, which entailed shadowing the staff and familiarizing themselves with the library. The candidate had some great questions for the staff, and based on staff feedback, the Search Committee has decided to invite the candidate to interview before the full Board. The interview will take place on Wednesday, March 1, 2023 at 7:00 P.M., in the Meeting Room. Bill Chenard will be invited to observe.

*FY24 Action Plan* – The Action Plan has been submitted to MBLC and has been accepted. The new Director will have to hit the ground running on the Action Plan.

*Budget Planning FY24* – The proposed budget includes a 2% increase for staff.

*Senior no fine status changes for network* – We have always had no fines for seniors. We designate that in their record, which carries across to all libraries. The network has always felt that this is not the proper way to do this, and have worked out a way to change the way that is done. The library can either make a change on our end that continues the no fine policy for seniors at our library only, or we can have seniors delegated the same way as other patrons, because at this point we are a no fine library, overall. Carol suggested seniors have the same designation as all other patrons, with no difference between the types of no fine status. Carol made a motion for the above, Stephanie seconded and it was so voted.

*Presentation of policies to be updated* –

*Request for Reconsideration of Library Materials Policy* – This policy was updated and approved last month, but MBLC has suggested that the library limit the ability to bring forward requests to town residents. Kathy has updated the policy and presented it to the Trustees. Carol suggested the address of any requestors be verified. Carol made a motion to approve the updated policy, Stephanie seconded and it was so voted.

*Policy for Lending to Decertified Libraries* – This policy was updated to fit the formatting of our other policies and reflect the current guidelines of the Pembroke Public Library. Carol moved to approve the updated policy, Jill seconded and it was so voted.

*Discussion regarding formatting for updating Fundraising Policy* – Kathy would like some guidance from the Board regarding this policy and how detailed we should make it. Melissa suggested we add an option for outside organizations and sources to fundraise to benefit the library. Sean pointed out that we would not want organizations fundraising on library grounds and also that we would have to be very clear that any fundraising efforts were vetted. Carol suggested we have two different fundraising policies, so any outside fundraising sources can present fundraising ideas to the Board for approval. This policy/both policies will be discussed at the March meeting.

The next Trustee meeting is scheduled for Wednesday, March 15, 2023 at 7:00 P.M. Stephanie moved to adjourn, Larissa seconded; the meeting was adjourned at 8:53 P.M.

Respectfully submitted, Jillian Taylor, Secretary