

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for May 17, 2023

ATTENDING: Kathy Benvie (Interim Director), Melissa McCleary, Stephanie McBain, Mary Beth Courtright, Larissa Curley, Linda MacDonald, Carol Watches (via Zoom), Sean Fitzpatrick (Chair), Bob DeMarzo, and Steve Curley.

Sean Fitzpatrick, Chair, called the meeting to order at 7:05 P.M.

NEW TRUSTEE WELCOME and ELECTION OF OFFICERS: Linda MacDonald was welcomed as a new trustee following the annual town elections. Stephanie Ciciotti, incumbent, was re-elected. Sean offered to remain as chair; Larissa motioned to accept, Mary Beth seconded, it was so voted. Larissa offered to remain as vice chair; Linda motioned to accept, Mary Beth seconded, it was so voted. Stephanie was nominated to remain as treasurer; Mary Beth motioned to accept, Larissa seconded, it was so voted. Linda was nominated to be secretary; Mary Beth motioned to accept, Larissa seconded, it was so voted.

Library Officers for 2023-34:

Chair	Sean Fitzpatrick
Vice Chair	Larissa Curley
Secretary	Linda MacDonald
Treasurer	Stephanie Ciciotti

Mary Beth volunteered to take the minutes of this meeting as it is Linda's first time attending.

MINUTES OF PREVIOUS MEETING: The amended minutes from the March 21, 2023, special meeting to vote on the appointment of a permanent library director were reviewed. Mary Beth made the motion to accept, Larissa seconded, and it was so voted. The meeting minutes from April 19, 2023, were reviewed. Several amendments and corrections were suggested. Mary Beth will make the adjustments. Larissa made a motion to table the minutes from April 19 until corrections are made, and then approve at next meeting. Mary Beth seconded, and it was so voted.

OLD BUSINESS:

Building Updates: Kathy reported that a second section of gutters is now reattached. She is working through capital requests and looking for cost estimates. Carpet samples are being considered for the Children's room carpet replacement.

Staff Updates: Interest has been expressed in the Adults/Reference Librarian position. Candidates will first be interviewed via Zoom. The first interview is scheduled for tomorrow.

Library Use Policy: A revised Library Use Policy was presented. Carol motioned to accept, Larissa seconded, it was so voted.

REPORTS: An amended Youth Services Report for March 2023 was presented. Mary Beth motioned to accept, Larissa seconded, it was so voted. An amended Director's Report for March 2023 was presented. Mary Beth motioned to accept, Carol seconded, it was so voted.

YOUTH SERVICES REPORT(S): The Youth Services report for April was reviewed. Melissa corrected name of the person who led Grow-a-Garden Storytime to Miss Megan. Larissa moved to accept the report as amended, Carol seconded, and it was so voted.

REFERENCE LIBRARIAN'S REPORT(S): The Reference Librarian's report for April was reviewed. The North Sea Gas Scottish Folk Music concert was popular, with 72 attendees. Passport applications are still going strong – 130 were completed this month. Mary Beth moved to accept the Reference Librarian's report as written, Larissa seconded, and it was so voted.

DIRECTOR'S REPORT(S): It was noted that the Online Resources Usage was down this month. Kathy explained that the A-Z Databases were not used this month and their use can vary wildly from month to month. Stephanie M. is still doing the work for both the Assistant Director and Adult/Reference Librarian position until a new A/R Librarian is hired. Other staff are helping to complete those duties as well. A typo in the Staff and Other News was corrected, "When the SAILS Network was changing servers..." Carol moved to accept the Director's Report as amended, Larissa seconded, and it was so voted.

FINANCIAL REPORT(S): Linda asked about the Generalist Librarian position and the salary range for the open position. Kathy confirmed that an MLS degree was a hiring requirement, and the salary range is \$50,580 - \$60,459. Linda asked about the Pages line that is only at 60.32% expended. Kathy explained the reason for this is that for a time the library had fewer pages hired and the Aides were relied upon more during this time. Mary Beth moved to accept the Financials Report, Larissa seconded, and it was so voted.

NEW BUSINESS:

Foundation News: Bob DeMarzo gave a brief explanation of the role of the Library Foundation: it was established eight years ago to create an endowment to expand the library at no cost to the Town. He remarked that the Select Board recently voted to allow a new building or wing to be named in honor of the donor family. Bob also mentioned that the Plymouth County Commissioners recently voted to distribute \$130,000 in American Recovery Plan Act (ARPA) funds to Pembroke. It may be possible for the library to receive some of these funds.

He brought up the possibility of renovating the COA building for the library to use once it is vacated and provided a handout of ideas regarding this expansion. Pros: the building would not have other uses (Food Pantry, Adult Daycare) and the Library would not have to share the parking lot, which would be a plus during storytime and other special events. This option would be less expensive than a new addition which would cost over \$1M. Cons: Additional staff would be needed in the new building and it is a significant distance from the current library building,

although a new, enclosed walkway could be built to connect the two. This might present difficulties for adult patrons with children if the renovated building housed the children's library materials and was used primarily for children's activities. Kathy, Melissa, Stephanie M, and Jane will brainstorm this idea and may create a survey regarding library patrons' needs and suggestions. If the trustees think this is worthwhile, we would need to vote to do feasibility and architectural studies and the Town would have to vote to approve, perhaps at the fall town meeting. The Foundation benefactor would need to be consulted along with the Town Manager, and a fundraising drive would be needed.

Bob also mentioned approaching Eastern Bank for a larger grant, and fund raising for computers, expansion, and STEM activity carts. After his presentation, Bob left the meeting.

Calendar for FY24: Kathy would like to use the calendar to plan for all holiday hours and staff training. She requested closing the Friday after Thanksgiving as the library was usually empty on that day, and the trustees agreed. Veteran's Day this year falls on a Saturday. The library will close on that day. As it falls outside the 'regular' work week, this is considered a "floater" holiday for full-time staff.

Pembroke Cooks: Kathy announced that Laura Donahue, Technical Services Associate, has volunteered to create and facilitate a program on cooking. The program would have a page on the library website listing relevant books and online resources. We would add to the Library of Things such items as a hand-crank pasta maker. The first class would concentrate on pasta and pasta making techniques, the second, on spice families. Everyone present agreed this was a great idea.

Staff Meeting: Kathy announced that a half-day, All-Staff Meeting will be held on June 2, 2023. The Library will be closed in the morning that day and open at noon. The staff has not been able to meet as a group for quite a while, so this will be a terrific team learning opportunity. One of the topics to be covered is First Amendment Audit Training. Kathy explained this is an audit conducted by a self-appointed group to test constitutional rights, in particular the right to photograph and video record in a public space. Several libraries have been surprised by this activity, and this training will review what practices are and are not allowed under the First Amendment and how staff should behave during such an audit. Kathy and Janet are working on other exercises as well.

Meeting room table and chairs: Kathy will be asking the Friends of the Library if they can cover at least half the cost of new chairs, storage carts and tables for the Meeting Room. The tables could be folded and rolled out and the new chairs would be more comfortable and stack easier. A portion of this cost could come from the Building Equipment Line (capital).

Director Contract: Mary Beth presented the Library Director contract that was adjusted after meeting with Bill Chenard and Kathy Benvie. It was determined that Jill Taylor's name should be removed from the contract as she is no longer a trustee. Kathy will make this adjustment.

It was also mentioned that the library website should be updated to show the current roster of Trustees.

The next Trustee meeting is scheduled for Wednesday, June 21, 2023, at 7:00 P.M.

Mary Beth moved to adjourn; Linda seconded; the meeting was adjourned at 8:34 P.M.

Respectfully submitted,
Mary Beth Courtright
Trustee