



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes for May 22, 2024

ATTENDING: Kathy Benvie (Director), Larissa Curley, Mary Beth Courtright, Stephanie Ciciotti, Linda MacDonald, Sharon Stearns, Stephanie McBain, and Bob DeMarzo.

Larissa C. called the meeting at 7:05 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 the minutes of the meeting. All comments made in open session will be recorded.

INTRODUCTION OF NEW TRUSTEES: Sharon Stearns she took the one year term. Discussed how e-mail are set up.

MINUTES OF PREVIOUS MEETING: Mary Beth C. has some corrections. Under adults reference report teach instead of learn about native plants. March Directors report consolidate seed packet. Conversation about e-books versus instead of verses spelling to be corrected. Fiscal year 2025 budget change to that Bill C. is in support and approves of library closure. Mary Beth made a motion for corrected minutes of previous meeting and Stephanie C. seconded all in favor and so it was voted.

FRIENDS NEWS: Kathy attended Friends meeting. The chairs have come in and installed in the children's room. They are wonderful. Thank you to the Friends of the Library. They are a Great support for us. Sharon asked if we could be part of the Friends of the Library and yes we agreed you can be part of Friends but not on the Board.

APRIL YOUTH SERVICES REPORT: Mary Beth Stated that the number of participants were impressive. Stephanie C. made a motion to accept the April Youth Services Report and Linda M. seconded all in favor and so it was voted.

APRIL ADULTS/REFERENCE REPORT: Kathy making some changes on the April Adults Reference Report packet 4/10/24, Wednesday, So Close to Home, we did not have the presenters name in the original report so that has been added. Also on 4/23/24, Tuesday Lotus Flower Workshop the presenters name has also been added. Peter is spending a lot time on the floor helping with computers. Mary Beth noticed a jump in the numbers. Peter has grown and doing a great job with his position he is coming up on his one year. Stephanie C. made a motion to accept the April Adults/Reference Report, and Mary Beth seconded all in favor and so it was voted.

APRIL'S DIRECTOR REPORT: Discussed marketing and getting the word out about all that is going on at the Pembroke Public Library. Kathy informed The Library Trustees that we received a generous gift in memory of a former patron in the amount of \$5,847.00. Kathy checked with the town manager and the Selectboard for approval of the donation to the library. Kathy suggests that we should do something substantial with the donation. We will make a plaque in the name of the donor for the library to display. Kathy said we received letters of apology from the incident that happened in April at the Library. The boys who were involved in this incident will be doing community service as well. Kathy had a meeting today wrapping up Fiscal 25. Good news all around. Stephanie C. made a motion to accept the April's Director Report and Mary Beth seconded all in favor and so it was voted.

FINANCIALS: Grants, Revolving Funds do not expire. Library building fund; Kathy states we have not touched these funds in a very long time. The Darling Book Fund was originally only for the purchase of young adults books but the Trustees of the Darling Trust let us buy furniture with this fund for the YA room. Stephanie C. made a motion to accept the Financials, Linda M. seconded all in favor and so it was voted.

OLD BUSINESS: Building Updates: Kathy states that the HVAC valves need to be soldered in place and will need fire watch detail which will increase the cost. Will have work done for 7 or 8 valve replacement going from heating to cooling season the valves are not acting properly . Kathy has estimates from one company for about \$3,600.00. Kathy is still waiting on the weatherization project. The town has approved us to have rooftop replacement this was approved at the town

meeting. A bid will be going out soon for the replacement. Also will be getting a bid for painting the outside of the library.

DIRECTOR SEARCH: Stephanie C. stated we have 3 applicants so far. We are meeting for an interview with one of the candidates tomorrow. Reason why people may not be applying is the salary, and certain requirements and qualifications that need to be met. We are advertising on 4 different sites. The plan for the search committee is to hold off after the first interview as we would like to interview more applicants.

NEW BUSINESS: FY25 closing dates. Thanksgiving Eve, Christmas Eve early closing, 1:00 P.M. Kathy would like the Library Trustees approval for the closing dates. Stephanie C. made a motion to accept the closing dates with the amended Christmas Eve time, Mary Beth seconded all in favor and so it was voted.

FOUNDATION NEWS: Bob D. stated that we are doing well with \$720,000 in all with CD's at 5 percent interest. We discussed the COA building.

REORGANIZATION OF THE BOARD: Linda M. nominated Stephanie C. to the position as Chair of the Library Trustee Board. Stephanie C. nominated Sharon S. to be Treasurer. Stephanie C. nominated Larissa C to remain Vice-Chair. Stephanie C. nominated Linda M. to remain secretary. Mary Beth C. moved to accept the slate of officers as nominated, Stephanie seconded. All in favor, and so it was voted.

Stephanie Ciciotti- Chair
Larissa Curley- Vice-Chair
Linda MacDonald- Secretary
Sharon Stearns- Treasurer

UPCOMING EVENTS: Local Author Storytime (ages 5-8) Join local author Ashley Hiehiapo in a special story time featuring her picture book Beach Pig followed by a pig bookmark craft. Registration required; sign ups open three (3) weeks before the event. Date: Thursday May 30, 2024 Time: 4:00PM to 5:00 PM.

Mosquito and Tick Control

Wednesday June 12, 2024 Time: 6:30 PM to 7:30 PM.

Summer Reading Begins

Summer Reading this year challenges you to “Read, Renew, Repeat” at home and at the Library.

Sign ups are available at the library and online starting June 17th.

All ages (babies, kids, teens, and adults) are welcome to participate by reading, visiting the library, going to workshops and programs, or exploring digital challenges on your Beanstack account.

Monday June 17th

Additional recurring events: Storytimes, Baby Lapsits, Yoga, Chess club, Mystery Book club, Puppy Dog Tales, Genealogy night, Book club, Lego club and Anime club.

Next Library Trustee Meeting is June 26, 2024 at 7:00 PM

Stephanie C. made a motion to adjourn meeting, Mary Beth seconded. Meeting called at 8:06 PM by Larissa C.

Respectfully submitted,

Linda MacDonald
Secretary