



**PEMBROKE  
PUBLIC LIBRARY BOARD OF TRUSTEES  
Meeting Minutes for June 26, 2024**

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

Larissa, Co-Chair, called the meeting at 7:01 P.M. on June 26, 2024.

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. Chair, Stephanie Ciciotti is participating via remote participation in accordance with the requirement of 940 CMR 29.10 via Zoom platform. All votes during this meeting will be made via roll call.

**INTRODUCTION OF NEW TRUSTEE:** We welcomed Erin Columbare to the Library Board of Trustees. A trustee pocket guide and contact information was given to her.

**FOUNDATION NEWS:** Bob states that they are going out to bid plans for an addition to the Pembroke Public Library. Money still in the bank making over 5 percent interest. Paul Gransaul is the project manager and former Library Trustee.

**FRIENDS NEWS:** Kathy said the Friends of Library has attended twice to the Farmers Market, this is going well. Looking to drum up some more memberships. It's a great outreach.

**MINUTES OF THE PREVIOUS MEETING:** May 22, 2024. Mary Beth has brought to our attention some grammatical, and punctuation errors. Mary Beth state Darling Friends Trustees allowed us to buy furniture not the Library Trustees. Kathy will correct these. Mary Beth made a motion to amend these changes, Linda M. seconded a roll call yes from all do it was voted.

**MAY YOUTH SERVICE REPORT:** Mary Beth made a motion to accept the May Youth Service Report, Sharon S. seconded, we took a roll call , so it was voted.

**MAY ADULTS/REFERENCE REPORT:** Kathy stated that the numbers had gone up. They were using different counting measures. Peter is spending more time on the floor, and he is extremely helpful. Linda M. made a motion to accept the May Adults/Reference Report, Erin C. seconded and we took a roll call vote and so it was voted.

**MAY DIRECTOR'S REPORT:** Stephanie C. made a motion to accept the May Director's Report and Mary Beth C. seconded with a roll call vote it was a yes and so it was voted.

**FINANCIALS:** Kathy said as of 6/19/2024 one line that she discussed with the town managers on balancing of funds. The numbers will be carried over to FY25. Stephanie C. made a motion to accept the Financials, Erin C. seconded with a roll call of yes so it was voted.

**OLD BUSINESS: Building updates:** Parking lot lines were painted. Kathy said we have another leak in a valve over the fiction section. The company doing all the valve repairs will also repair this leak. Discolored water discovered in the water fountains so they are out of service. We will be testing the water system and doing the flushing at the same time. Kathy will coordinate this to be done. The water flushing needs to be done semi-annually, this will dissolve the issue. Kathy has quotes for exterior painting of the building. Upgrading of our camera system needs to be done as well.

**FY25:** Kathy informed us that 2 new hires from within the Pembroke Public Library have been hired. Janet Coleman and Karen McPhee. Stephanie McBain and Melissa also have accepted new titles as well. An adjustment for an increase of pay will be put in for the aides, and they will be receiving retroactive pay.

**DIRECTOR SEARCH:** Two candidates have been interviewed for the director search. One candidate will be called back for a second interview. The Library Trustees can submit questions they would like to be answered at the interview which can be sent to Stephanie C. e-mail. Discussion on who will be doing background checks and calling for references.

Discussed dates and time for the interview.

**NEW BUSINESS:** Monday at 4:00 P.M. the subcommittee will meet to discuss candidates. July 17, 2024, Trustees special meeting.

Annual Reports were passed out for the Trustees to review. The reports filed were FY22/FY23.

The Library Trustees signed Kathy Benvie's contract compensation increase. Budget allowed \$85,587.00. An additional personal day was added. Kathy's notification can be terminated 30 days instead of 60 days notice. All Trustees signed Kathy's contract.

Kathy Benvie presented to us the upcoming events at the Pembroke Public Library.

Mary Beth made a motion to adjourn, Stephanie C. seconded, roll call yes so it was voted,

Larissa called the meeting at 8:13 P.M.

Respectfully submitted,

Linda MacDonald  
Secretary