

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

Meeting Minutes for August 16, 2023

**ATTENDING:** Kathy Benvie (Director), Larissa Curley, Carol Watches, Sean Fitzpatrick (Chair) Stephanie Ciciotti, Linda MacDonald, Stephanie McBain, Bob DeMarzo, Steve Curley, Don Bryant, Maureen Jasie, and Peter Santore.

Sean Fitzpatrick, Chair, called the meeting to order at 7:02 P.M.

**FOUNDATION UPDATE:** Bob Demarzo apologizes for missing last meeting. Steve Curley presented a check to the Pembroke Public Library in the amount of \$3815.41 and Kathy Benvie accepted the check. Foundation has \$570,000.00 and soon to be \$590,000.00 with interest. Money will grow. Additional grants are being worked on and need solid goals. Construction cost going up. Move Trustees room over to the Council on Aging building. Move the Veterans room over there free up the Town Hall. Friends with Library storage room can be moved over to COA also. Kathy Benvie says study rooms could be made there as well. May need security cameras. Multi purpose rooms/ tutoring rooms at the COA is a possibility, Kathy Benvie states. Stephanie Ciciotti says that historical documents could be stored at the COA, better suited than an attic. No children activities will be at the Council on Aging. The parking lot at the Pembroke Public Library will need to be preserved. Carol Watches states that the movies could be over at the COA. How can we secure the building Stephanie C asked. Approach can be made to the Selectboard. Town meeting in October. Bob DeMarzo will find out how we can secure the COA building. We all agree that we would like to find a procedure to go ahead and secure the Council on Aging Building. Bob DeMarzo will speak to the town manager to inquire if this is a town meeting vote.

**INTRODUCTION OF NEW GENERALIST LIBRARIAN:** Peter Santore attended the meeting to introduce himself. Peter started on July 10th, 2023. Peter is

doing very well. Reaching out to all. Taking on projects. Very pleased to have him. Peter is glad to be here in Pembroke. Welcome Peter to our Library happy to have you.

MINUTES OF THE PREVIOUS MEETING: June 21,2023. Question from Stephanie McBain. Because there are two Stephanie's at the meeting we should put a last name initial so that it is clear of which Stephanie is making a comment. All agreed that would be better. Peter Santore's name was also corrected. These will be amended by Kathy B. Carol Watches motioned to accept the minutes and Stephanie C. seconded, and so it was voted.

#### OLD BUSINESS:

##### Building Updates

Plumbing issue in mens room. That was resolved. Children room carpet. September 23rd- September 30th. the carpet could take a week or a few days. Parking lines painted will be done. Tables have arrived for meeting room. Very pleased. STEM carts are also here. Makes moving them much easier. Chairs will be replaced. The old ones will go to the Town Hall. The chairs were \$8,000 verses \$9,000 so great price. Roof top replaced will be soon. Water is discolored but it is off and on. Kathy Benvie is watching this issue. Kathy states that we take water bubbler out of use when not clear.

#### REPORTS:

MAY YOUTH SERVICES REPORT AND DIRECTOR'S REPORT REVISED: Stephanie C. motioned to accept the minutes the May Youth Services and Director's Report. Carol Watches seconded, and so it was voted.

JUNE YOUTH SERVICES REPORT(S): Carol Watches states lots of great programs. Kathy Benvie added very talented staff. Stephanie Ciciotti like dungeon and dragon program which may be coming back states Stephanie M. Carol Watches moved to accept the Youth Services Report as written, Stephanie C seconded, and so it was so voted.

#### JUNE ADULTS/REFERENCE REPORT:

Sean F. asked about the sew your own chicken event and Stephanie M. stated that it was a door stop filled with rice. Stephanie C. motioned to accept the June Adults/Reference Report and Carol W. seconded, and so it was voted.

#### JUNE DIRECTOR'S REPORT:

Kathy B. states that on line resources she discovered during prep for ARIS report the previous director changed how that was being counted. She reported the stats that reflected searches verses actual use by a download. Kathy went back to redo the entire year. Kathy will compare the numbers every month. The next month was the same. So numbers did not need to be corrected. Great month with attendance. Bob D. asked why such a big jump in June and we see an uptick and the chicks also brought many people in as well as passports. Getting the word out that the library is open and available to the public is important. Always looking for great opportunities. We are taking over a bulletin board at the town hall about what is happening at the library. We are going to be at Pembroke Celebrates in September. Sean states a possible meet and greet at this event. Any opportunity to get people in the library. Always thinking outside of the box. Stephanie C. motioned to accept the minutes of the June Financial Report and Larissa seconded, and so it was voted.

#### JUNE FINANCIALS:

Kathy states end of year fiscal 2023. Finished out the year ok. Nothing unexpected. Passport were good. Left a little bit of money left to filter through. Larissa made a motion to accept the June Financials and Linda M. seconded, and so it was voted.

#### JULY YOUTH SERVICES REPORT:

Chickens were a big hit with the library. Always something different for the youth. Clearly a very talented staff. The scavenger hunt is always engaging. Dungeon and Dragons may be coming back. Carol made a motion to accept the July Youth Services Report. Linda M. seconded , and so it was voted.

#### JULY ADULTS/REFERENCE REPORT:

Carol made a motion to accept the July Reference Report and Stephanie C. seconded, and so it was voted.

#### JULY DIRECTOR'S REPORT:

Kathy stated a change about half way down we have a patrons registration new e-card.

Some people with e-cards will never come in the building. E-cards are verified with addresses. There is a verification process so that people from outside the state can not access the e-card, Kathy B. stated. Lots of changes, new staff. Process of hiring a cleaning service. Kathy says that we are getting some proposals. The raffle was a big hit. Carol made a motion to accept the July director's report, Linda seconded, and so it was voted.

#### JULY FINANCIALS:

Kathy says it the start of fiscal 2024. Some numbers are missing spot and Kathy will verify the numbers with The town office. Kathy states numbers is low because newer staff were hired in those positions at a step 1 rate. Kathy says we will be on target with the numbers. Kathy says we did not experience a reduction in the budget. We closed out building equipment and furniture. Carol makes a motioned to accept the minutes and Linda M seconded, and so it was voted.

NEW BUSINESS: Kathy reported that she had a discussion with the town manager and the Library Trustees do not need to sign the payroll. This came up after putting the agenda together for the meeting on August 16, 2023. Kathy states the town manager will sign the payroll. The town manager does sign warrants as well, but it was agreed that The Library Trustees will also sign the warrants. Stephanie C. states that it is better to have more eyes on the warrant.

ARIS: Sean will sign the ARIS. Then will be scanned and submitted to the state. Are numbers are up with attendance and programs. Kathy says we are up in over-all circulation by 4000. Kathy is attending a webinar on financials.

#### PREPARING FOR THE NEXT DIRECTOR SEARCH:

Kathy reports that we will not see an internal candidate at this time. It's taken a length of time. Next steps, would be to reach out the town management office for council. The interview process may have flaws and the town manager has valid expertise Stephanie C stated. Kathy went into a meeting with Bill C. one of the things they spoke about is the directors wage is too little. Bill C. will do another salary survey. Kathy has done the research on what other directors were being paid. Sean asks Kathy how long she will stay on board at the library. Kathy said she explained to Bill C. town manager, that she will be willing to stay for a transition when someone is hired. Stephanie C. will reach out to town hall for the hiring process. We discussed the process of how a director is hired.

#### SALARY SURVEYS/ORGANIZATIONAL CHART/PROPOSED STAFF

CHANGES: Kathy gave us a chart that compared The Library Director, Assistance Director, and various other jobs at the library. Kathy is going to suggest reconstruction. The goal is to create a position with a library aide with more responsibilities. We want to give our professional librarians more support. This is in line after the financial report. Kathy states the assistance director is in charge when the director is not there.

SUNDAY OPENINGS: Kathy brought up Sunday openings at the library. In recent years employees wanted to work on Sundays, now its a very limited staff that would like to work. Not everyone has an alarm code so its difficult. Stephanie M. did a comparison/survey on how many other libraries are open on Sunday. Out of 42 communities only 3 libraries are open on Sunday. Stephanie C. asked if it will effect our grants for a requirement. Kathy states it does not make an effect but will reverify. Kathy says it is \$470.00 to open the library on Sundays, is this worth to be open on Sunday? Can not force people to work on a Sunday. Kathy will verify with the state that this does not impact grants then we will discuss this at the September meeting.

Kathy is excited that Laura's cooking video did very well. Make your own pasta video and we loaned out a pasta machine. Discussion about more programs. 150 hits on the cooking video. Bringing people in to know about our resources.

Discussion on Pins for Pronouns: Linda M questioned the Pins for Pronouns. Kathy says that we plan and promote and review all of our offerings and we learn. If there is an event that people don't attend or no interest then they do not move forward. Kathy's door is always open and anyone is welcome to use the library. Bob D. questioned age group, and Kathy says we are learning. Planning on these programs are by Melissa and Kathy does not need to manage her agenda. Stephanie C. states the big issue is the age 11-18. Kathy said it was brought to our attention and it is noted. Sean wants it understood that even though people don't agree on the pins people should feel safe at our library. Library is a place of education and people should express their ideas.

Bob D. says Melissa does a great job. There were no registrations for the Pins for Pronoun so it was cancelled. This was under the find your voice program and was an activity of the summer reading program. Kathy says we will look at this in a full light. Everyone is welcome at the library. Doors are always open.

The next Trustee meeting is scheduled for Wednesday,September 20,2023 at 7:00 P.M.

Carol moved to adjourn; Stephanie seconded; the meeting was adjourned at 9:05 P.M.

Respectfully submitted,  
Linda MacDonald  
Secretary