



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

Meeting Minutes for September 20, 2023

**ATTENDING:** Kathy Benvie (Director), Larissa Curley (via zoom), Carol Watches, Mary Beth Courtright, Stephanie Ciciotti, Linda MacDonald, Bob DeMarzo, Stephanie McBain, Linda Mavilia, and Paul Gransauull.

Stephanie Ciciotti (alternate chair) called the meeting to order at 7:02 P.M.

Please note that this meeting is being 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. Board member Larissa Curley 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.

**VISITING STAFF MEMBER:** Linda Mavilia has been an employee at the Pembroke Public Library for 27 years. She started in the old building as a page. Linda is coming up on her 14th anniversary as a full time employee. Linda is super amazing. She can fix anything. Linda teaches other employees her ultimate library skills. She is the passport agent, has patience, is involved with the museum passes, a great communicator, and is a perfectionist. Linda spends many hours repairing books, stating that glue is a big factor with this project. A big thank you to Linda for all the years that you have given to our library. We appreciate you, your talent, your smile, and incredible sense of humor. Her job is never ending always something to do, and whatever she comes across Linda makes it happen.

**FOUNDATION UPDATE:** Bob DeMarzo is pursuing another grant for the library. A request for 3600.00 dollars. 3000.00 for an assisted technology computer with a large monitor and keyboard, and 600.00 for head phones, designed specifically for young children. Bob says before the end of the year we should be receiving this check. This will put us up to 670,000 plus interest. Verbal commitment to fast track gift of a million dollars. Bob mentioned books and computers said the courtyard idea was not popular. Bob sent the construction cost to the contractor. Paul Gransauull said time was donated to us. They will put together an estimate. Paul G. will meet with the contractors and pro rate the project. Bob said that we will be up to a million dollars and the 170,000 also added plus the interest and that we can raise money ourselves. Right goal and right plan funds can be matched. For every dollar we raise, 4.00 will be given. Bob talks to Kathy about the

COA. Move the trustee room to COA. Kathy said it would be good to use this area for uses that does not need staffing. Bob said to move storage from the Friends over the COA. Bob would like to move the veterans office to the COA. Carol W. mentions podcast studio or study rooms. We could have a code to check in to a room themselves. Small study rooms would be great, Kathy mentioned. A room with zoom meetings with would be another great idea. Storage area would be a bonus. Can store books that come in for donations. We make good money on book sales. Document storage, as Stephanie C. mentioned would be great too as these documents could be ruined in the attic. Bob says we need a formal vote tonight. Trustees will type up a request for the COA building to be part of the library. Paul will look into state codes. It is a step by step process. Mary Beth drew up a request to present to the town manager. Request is written as such: "Ask the town manager to approve the Trustees of the Library request for the Pembroke Public Library to become the primary user of the current COA building dependent upon satisfactory feasibility studies." Mary Beth makes a motion to accept this request, Carol Watches seconded, and so it was voted. Roll call votes yes from all trustees.

#### **MINUTES OF THE PREVIOUS MEETING: (August 16, 2023)**

Two changes. One McBain was spelled incorrectly and that will be correct by Kathy. And the other change is Carol Watches motioned not Mary Beth Courtright on July Youth Services Report on the third page. This will also be corrected by Kathy Benvie. Carol Watches made a motion to accept the minutes of the previous meeting on August 16, 2023, Larissa seconded and so it was voted. Roll call vote all voted yes.

**OLD BUSINESS:** Building updates: Kathy has informed us the new carpeting will start soon. Friday September 23, 2023 will be starting and we will have a pop up room for the Children's room. Kathy does not anticipate any issues. Cleaning company is doing fine. Challenge not having a custodian. Table and chairs make set up and take down easier but would be better with a custodian. Kathy has a budget meeting with the town manager. Chairs have arrived and they have a nice cushion and it looks fresh with new blinds too. Paving project Kathy got some bids. Town manager is looking over the bid. We have the funding and DPW has helped but this is still in process, has to do with cost. New leak in roof, in the meeting room in the corner. Roofer is going to look at it tomorrow. Also Kathy mentioned that the alarm system is acting up. Big doors are starting to degrade. Problems with threshold. Doors need attention. Door count has been fixed, the software.

**SUNDAYS OPENING DISCUSSION:** Kathy is concerned about Sunday staffing. Stephanie M. and Janet worked on finding out if Sundays can be staffed. Kathy checked with the state and we would still be over our hours requirement. Demands have changed for Sunday openings. We can staff Sundays this year. Fiscal 2024 working on now, not calendar year.

We don't want to muddy waters with any funding. Looking into writing up a new staffing policy that did not take place with the last director of the library. Voted to write it but never written. Kathy would like to discuss fiscal 2025 with the trustees. Do we wish to be open. Stephanie C. says that some libraries do seasonal Sundays. We do change our hours

seasonally. Kathy said the two libraries in our network that are open are only open seasonally. Kathy says it was technology driven people who were relying on the library but now have their own computers since 2020. Sunday we have a girl scout troop that meets but they are the only one. Kathy would like to get the salaries squared away as well with the Library employees. Take a look at the numbers on Sundays for now suggested by Mary Beth Courtright. Kathy says we would need to know by the town meeting. Warrant opens February and closes beginning of April. Financial report is being done for the state.

**DIRECTORS SEARCH:** Stephanie C. is going to be meeting with Bill C. for guidelines for the process in the search. Kathy says ALA renewal came through for 314.00 dollars. They were posting the job for the Director, it is a good outlet for finding good talent.

**TRUSTEES WARRANT SIGNATURE PROCESS:** Good practice for the trustees to sign the warrant. It would be good for two signatures. Communicate who signs. So the second person that signs let everyone know that the warrant is signed. We will set up a text group for communication.

**TOWN MEETING TABLE:** Melissa and Peter will be manning a table at the town meeting lobby entry. Prior to the town meeting, another outreach for us. We also were at the Pembroke Celebrates. Peter had some guessing games, and handed out prizes. Good to get out there.

**JULY'S DIRECTOR'S REPORT REVISED:** Kathy made a revision on a number. A number was repeated and it was updated 1890. Carol Watches motion on the July's Director's Report Revised, Mary Beth seconded, and so it was voted. Roll call we all said Yes.

**AUGUST YOUTH SERVICE REPORT:** Make and Take project are projects that can be done at home. Passive projects Stephanie C. asked about. The scavenger hunt is a passive project as well. Carol W. made a motion to accept the August Youth Service Report, Mary Beth C. seconded, and so it was voted. Roll call was a yes by all.

**AUGUST ADULTS/REFERENCE REPORT:** Very busy. Peter stepped right in. Peter is starting a mystery book club. Some things are being moved. Linda made a motion to accept the August 2023 Adults/Reference Report and Carol W. seconded, and so it was voted. Roll Call is a yes by all.

**AUGUST DIRECTOR'S REPORT:** Water will be getting flushed out. Our fire lines will also be flushed. Every six month this will be done. We have more sediment because of the Library location. Town will flush and fire lines will be flushed. Kathy said we can do the flushing during the day. Mary Beth made a motion to accept the August Director's Report, Larissa seconded and so it was voted. Roll Call is a yes from all.

**AUGUST FINANCIALS:** Good news all updated. Balances are in as of July 1, 2023. Kathy did all the minor adjusting. It is in the notebook where we sign the warrants. Kathy

will compare as she gets reports. Kathy says it is meeting our mark and any drop off in funding, the more people who know it the better off we all are. Having financials and comparing to town financials. Understanding what drives the numbers. Carol asks do we need to worry about the passport balance? It was a large balance in a revolving fund. Kathy said there will not be an issue with this. Money needs to be spent wisely. Some of it is earmarked. Carol made a motion to accept the August Financials, Larissa seconded and so it was voted. Roll call vote is a yes from all.

## **NEW BUSINESS:**

**SUMMER READING INFOGRAPHIC:** Melissa did a wonderful infographic. Comparing with a infographic gives you visual information nice and cleanly. Posted in the library and the infographic also has a QR code.

**MARKETING PLAN FORMALIZATION:** Staff is working on marketing plan. Melissa is the spearheading this plan ,Stephanie M. and Peter are assisting. Documents will be shared once done. At each trustee meeting we are going to read about up coming events. Big events that are coming up. Also this will be presented at the Selectboard Meetings. and on this week in Pembroke on PAC TV. We are trying different avenues as ways to promote the library. The town hall now has a Library events bulletin board. Peter completed a public service announcement. Kathy is going to tell the trustees about up-coming events. Witches Story Time is Wednesday, October 11th for ages 4-8 4:00- 4:45 P.M.

ASL hour October 17th from 4-5 P.M. Ages 12-14. 6;30-7:30 P.M. Tuesday.

On Thursday October 19th, Thursday The Greater of Boston Paranormal Associates are coming. A group who share an interest in paranormal. Raffle door prize 2 tickets for ghost hunting at USS Salem. Tickets are to be claimed 18 and over. One of the team members is a Pembroke resident. Equipment will be shown.

Thursday October 26th, Bootacular with COA in collaboration.  
Exciting events are taking place.

Next Trustee Meeting is October 18, 2023 at 7:00 P.M.

Mary Beth moved to adjourn; Carol W. seconded; the meeting was adjourned at 8:36 P.M. Roll Call voted yes by all.

Respectfully submitted,  
Linda MacDonald  
Secretary