



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes for October 23, 2024

ATTENDING: Julia Nee, Director, Kathy Benvie, Director, Stephanie Ciciotti, Chair, Linda MacDonald, Sharon Stearns, Erin Columbare, Stephanie McBain, Mary Beth Courtright via zoom.

Stephanie Ciciotti, Chair, called the meeting at 7:01 P.M.

Please note that this meeting is made available to the public though 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. This meeting is also made available through Zoom platform via remote participation in accordance with the requirement of 940 CMR 29.10 via Zoom platform.

WELCOME TO OUR NEW DIRECTOR: We welcome Julia Nee as our new Pembroke Public Library Director. We are all happy to have you.

FRIENDS NEWS: This Saturday is the book and bake sale with lots of raffles. October 26, 2024. It's a great time of year with lots of activity.

FOUNDATION NEWS: No new updates.

MINUTES AMENDED from July 17, 2024, Mary Beth moved to accept the minutes and Erin seconded the motion, all in favor with a yes roll call by all.

July 22, 2024 Minutes were voted on. Mary Beth moved to accept the minute and Erin seconded the amended minutes. All in favor with a yes roll call by all.

August 21, 2024 Minutes: Mary Beth made a motion to accept the minutes and Linda M. seconded, all in favor with a yes roll call by all.

September 18, 2024 Minutes, correction Stephanie McBain was not present , only correction, moved to accept the minutes by Mary Beth , Erin seconded, all in favor and a yes roll call by all.

AUGUST YOUTH SERVICE REPORT: Sharon S. made a motion to accept the August Youth Service Report and Linda M. seconded. All in favor with a yes roll call.

SUMMER READING REPORT: Linda M. made a motion to accept the Summer Reading Report , Mary Beth seconded and so it was voted with a yes roll call.

AUGUST ADULTS/REFERENCE REPORT: Sharon S. made a motion to accept the minutes, Linda M. seconded, all voted in favor with a yes roll call by all.

AUGUST DIRECTOR'S REPORT: Notice that the New York Times numbers have gone up. Peter has been doing a great job promoting. Erin C. made a motion to accept the August Director's Report, Sharon seconded, all in favor with a yes for a roll call.

FINANCIALS: Sharon S. made a motion to accept the Financials , Linda seconded, all in favor with a roll call Yes.

SEPTEMBER YOUTH SERVICES REPORT 2024: Sharon made a motion to accept the minutes, Erin seconded all in favor with a yes roll call.

SEPTEMBER 2024 REFERENCE ADULT SERVICES REPORT: Cross off Adult summer reading program, will be corrected. Amended line removed.

Linda made a motion to accept the report, Mary Beth seconded, all in favor with a yes roll call.

SEPTEMBER 2024 DIRECTORS REPORT: Erin C. made a motion to accept the September Directors Report, Linda seconded, All in favor with a yes for roll call.

SEPTEMBER 2024 FINANCIALS: Sharon S. made a motion to accept the Financials for September, Erin C. seconded, all in favor yes, with a roll call by all.

OLD BUSINESS: Building updates: Multiple HVAC repairs, interior leaks, and when annual filters were being changed they found some other issues. Roof Top number 2 has shaft damage with parts costing \$1,200.00. Kathy and Bill discussed Roof Top Units and bids. Kathy and Bill will be making a decision on units for roof tops. Outside spigot has been repaired. An electrician will be called for some repairs as well. Camera and Alarm company came to do an update on the cameras. The views and angles were adjusted. Quality is much better with the new cameras.

NEW BUSINESS: Kathy gave the Library Trustees a copy of the annual report with final numbers. Everything looks good. A vote to move and accept the edited report.

Sharon S. made a motion to accept, Linda M. seconded and so it was voted with a yes roll call.

TIMELINE FOR TRANSITION: Kathy has a tentative departure date of December 18th, which will be a Library Trustee Board meeting. Kathy can adjust the dates if need be. Julia and Kathy will be doing the last meeting together. Julia will prepare the December meeting. Kathy will start budgeting with Julia.
All the reports are done.

UNSCHEDULED BUSINESS: Julia will be researching and updating the calendar/reservation system. Looking for prices for a new platform. The budget comes out of purchase and services. May need to go to two different companies for the platform.

CONTRACT FOR JULIA NEE: The Library Board of Trustees signed the contract for Julia.

UPCOMING EVENTS: Kathy went over and discussed the upcoming events at the Pembroke Public Library.

Next Meeting is November 20, 2024 at 7:00 P.M.

Stephanie C. adjourned the meeting at 7:57 P.M.

Respectfully submitted,

Linda MacDonald
Secretary