



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES  
Meeting Minutes for November 8, 2023

**ATTENDING:** Kathy Benvie (Director), Sean Fitzpatrick (Chair), Carol Watches, Stephanie Ciciotti, Larissa Curley, Linda MacDonald, Stephanie McBain, and Bill Chenard.

Sean Fitzpatrick, Chair, called the meeting to order at 7:03 P.M.

Please note 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.

**NEW DIRECTOR SEARCH:** Stephanie C. asking Bill C. for his support during the process of hiring a new director for the library. Bill states to follow a specific process. 5 Steps that Bill looks at. Kathy was concerned about the before process such as posting, screening committee, and job description. We would need structure. Bill states the first part is preparation. Job description needs to be accurate. Identify qualifications, certification, type of license needed. After job description take a look at organization. What do you have in expertise? Make sure you know your schedule and set a deadline for a resume review. Interview schedule 1 or 2, Bill recommends two interviews, it will be beneficial. Do you talk about hiring on the spot or giving it a few days. Make a verbal offer when you hire them. Google them. Introduce them to staff, show them what happens on a daily basis during the day. CORI them after they accept the position. Stephanie C. asked if Bill has a policy or plan verses the MBLC steps. Kathy asked about screening committees. Bill says they work for town manager but for library director position Bill states it is not necessary. Put on ALA to start for a candidate Sean mentioned. Kathy talked about salary range and will discuss with Bill. We will need to post a range for a salary. Kathy says the position of Library Director needs

to have the ability to balance a budget. Bill says the person may have a great resume but will they fit in Pembroke comparing a large staff that they may have come from versus a smaller town. Bill usually asks, what is your typical day? What are your goals for 6 months? Where will you be after a year? Tough position to fill as so many hats to fill. We have a full staff to all help with responsibilities. MBLC procedures can give us an idea that we are covering everything Stephanie C. added. Kathy says we will outline a structure for next meeting. Kathy did a huge spread sheet on comparing Pembroke with other towns and all the different factors. Kathy went over this information with Bill C. Candidates should have the ability to take on the Library Director position.

### **MINUTES OF THE PREVIOUS MEETING:**

November 8, 2023

Kathy will make changes from October 18, 2023 to September 20, 2023.

Carol Watches motioned to accept October 18, 2023 minutes and Stephanie C. seconded and so it was voted.

**OLD BUSINESS:** Building Updates: The square in the middle of lot has been approved by Bill C. to be repaired. Had trouble with a rooftop unit. Something in the unit that the sensor was not firing. Front door, automatic door mechanism is broken, the company wants to replace it with new motor.

**UPDATING MINIMUM STAFFING POLICY:** Kathy said in case the staffing falls below the minimum we will have a written procedure in place. We voted on the policy and Stephanie C. voted to update minimum staffing policy and Larissa seconded, and so it was voted.

### **OCTOBER YOUTH SERVICES REPORT:**

Comments: Stephanie C. asked about ASL hour for kid between ages of 9-11.

Kathy will ask Melissa if this could be possible. Melissa is pleased with the engagement of the kids for this program.

Stephanie C. made a motion to accept the minutes of the October Youth Service Report, Linda M. seconded and so it was voted.

**OCTOBER ADULTS/REFERENCE REPORT:** Peter is getting more creative with the marketing of library. October date questioned by Sean will be corrected by Kathy. Metal detector presentation in March. We have a lot of online offerings. Stephanie C. motioned to accept the October Adults/Reference Report, Linda M. seconded and so it was voted.

**OCTOBER DIRECTOR'S REPORT:** Mattakeesett Garden Club doing work in the story garden. Tree company coming in for free. Garden club will do a bunch of work including mulch, plants, and is considering some containers for front of the building. Maybe some planting programs with the kids. Need structure in place for a seed library. Peter is in the process of a suggestion box for the library. Kathy would like to amend the Meeting room policy to include being able to use the Trustee's room more for people to come in for short meetings. No food or drinks in Trustee's room would be in policy and need to have rules. Stephanie C. made a motion to accept the October Director's Report and Linda M. seconded and so it was voted.

Kathy noted that she sent out the calendar of observation and we can discuss the calendar to note the religious holidays. We will go over our calendar next meeting.

**FINANCIALS:** Kathy said Sundays have been busier than expected. Girl Scouts group comes in. We can revisit the Sunday openings. Next month we can discuss the numbers. Linda M. made a motion to accept the Financials for October and Carol W. seconded, and so it was voted.

**NEW BUSINESS: FY25 Budget:** Kathy sent the Proposed FY25 budget to the town manager. She gave the numbers as staffing as it stands now. Making changes to staffing such as salary adjustments to reflect the responsibilities a proposal was made. Elevated support staff, circulation department, youth services department and adult services. Cost would be for FY 25 under 13,000 a year which is what approximately Sundays costs us now. If we decide not to open Sundays it may be a way to offset the amount. We need a buy in that this is something he would support. Kathy will keep us posted. Kathy asked for an increase of purchases of services money that we need to increase to put towards our network assessment. Less coming out of our grants. Kathy asked for increase custodial supply budget. We went over 600.00 in supplies. Increase in book budget as well. We have gone several years without an increase. Bill C. understands our needs. Flagged two other lines , technology and facilities and maintenance. We are leaving this open till last minute as the town needs to hire a custodian.

#### **UPCOMING EVENTS:**

Pajama Drive Drop off new pajamas, slippers, and robes with tags attached at the Library between November 13- December 15th.

Using Your Writer's Voice: The Sequel

Date: November 15, 2023 Time: 6:00 PM to 7:30PM

PPL Mystery Book Club: The Book of Cold Cases  
Date: November 16, 2023, Thursday Time: 1:30PM- 2:30 PM

ALS Hour (Ages 5-7)  
“Bear Says Thanks” Registration required.  
Date: November 28, 2023 Time: 4:00PM - 5:00 PM

Genealogy Night: Date November 28, 2023 Time: 6:30PM- 7:30 PM

Teen Craft and Community Services: Cards for Hospitalized Kids.  
Date: November 30, 2023 Thursday Time: 4:00 PM- 5:30PM

Winter Poetry Webinar: Date: December 13, 2023 Time: 3:30 PM- 5:00PM

Gingerbread STEM Storytime: (ages 4-8)  
Registration required. Date December 13, 2023 Time 4:00 PM-5:00 PM

Next Trustee meeting is December 20, 2023, Wednesday at 7:00 P.M.

Stephanie C. made a motion to adjourn the meeting. Carol W. seconded, The meeting was adjourned at 8:37 PM.

Respectfully submitted,  
Linda MacDonald  
Secretary