



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES Meeting Minutes for November 20, 2024

ATTENDING: Julia Nee, Director, Kathy Benvie, Director, Stephanie Ciciotti, Chair, Larisa Curley, Linda MacDonald, Sharon Stearns, Erin Columbare via zoom, Stephanie McBain, and Bob DeMarzo.

Stephanie Ciciotti, Chair, called the meeting to order at 7:00 P.M.

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. 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.

FRIENDS NEWS: The friends made \$1,676.00 from the book and bake sale. The Holiday ornament will be for sale coming soon.

FOUNDATION NEWS: Bob says the foundation at this time has about \$950,000. Looking for a goal of \$1,150,000 by the beginning of the year. Bob met up with some select board members as well as Ken Sweezy and Ken suggested to met up with State Rep Kathy LaNatra. Bob will be meeting with Kathy L. tomorrow morning. Bob would like to work together with the state representatives. December 4, 2024 next foundation meeting. Jane Courman will be on the fundraising board for the foundation.

MINUTES OF PREVIOUS MEETING: October 23,2024. Sharon made a motion to amend the minutes and Larissa second, and so it was voted. Roll call all yes.

OCTOBER YOUTH SERVICES REPORT: Successful events. Larissa made a motion to accept the minutes, Linda seconded and so it was voted with a yes roll call by all.

OCTOBER ADULTS/REFERENCE REPORT: Growing collection of books. Peter had many events. Linda made a motion to accept the minutes, Sharon seconded and so it was voted with a roll call of yes by all.

OCTOBER DIRECTOR'S REPORT: Sharon made a motion to accept the minutes, Larissa seconded, and so it was voted by all with a yes roll call by all.

FINANCIALS: Linda made a motion to accept the minutes for financials, Larissa seconded and so it was voted and a yes roll call by all.

OLD BUSINESS: Building updates: Julia and Kathy met with Bill C. they discussed roof top units being replaced this fall and would like to move quickly on this project a bid has gone out. Boiler maintenance sample was taken. Woodpeckers are pecking leaving holes in the building. Painting and trim work is needed to repair this situation. A quote for a few small electrical projects around the library have been done.

TRANSITION SCHEDULE: Kathy is leaving December 27, 2024, and she got this date approved through the town manager.

NEW BUSINESS: FY 2025 aides awards: The numbers are up from last year amount \$44,510 to this year at \$49,782. Gone up \$5,000 in total. Kathy gave us a full report as it is good to see the different criteria in each town.

DIRECTOR FORMS MBLC: Julia and Kathy each have a form and they are aware of the crossover with Kathy leaving at the end of December.

CLOSINGS FOR CALENDAR YEAR 2025: Proposed closing dates were issued. Discussed the closing of library on Sundays.

REQUEST FOR A GIVING TREE: The Bethesda House would like a small tabletop tree with ornaments for each baby in need. This is a local organization. The ornaments have a QR code. A person will take the ornament and scan the code. The tree will be set up and taken down by

the Bethesda House. All the Library Trustees were in favor and support the giving tree.

AWE FOR CHILDREN'S ROOM: With funds generously donated by a family in memory of a loved one, the Library added a new touch screen computer for ages 2-12 for the children's room.

FY 26 BUDGET: Kathy and Julia have submitted the FY26 budget proposal to Bill. Pay increases approved and budgeted in FY25 for aides still need to be passed at next town meeting. FY26 request separates out part time assistant librarian position from part time aide positions, and asks for an increase. Asking for an increase for the book budget. Small increase in telephone. A postage decrease. Will need a few computers for staff.

ANNEX PROPOSAL UPDATE AND ATTENDING SELECT BOARD

MEETING: December 4, 2024 a proposal will be presented to the select board about the COA building.

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

UNSCHEDULED BUSINESS: Stephanie going over a process for reviewing and evaluating Julia's progress as a new library director hire. Sharon discuss growth factors also mentioning we need a criteria and what we are looking for in her role. Are expectations being met? Julia should have a clear idea of what is going to be asked. Sharon will spearhead a review for us to follow.

Next meeting is on December 18, 2024 at 7:00 P.M.

Stephanie adjourned the meeting at 8:53 P.M.

Respectfully submitted,

Linda MacDonald
Secretary