

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minute for February 19, 2025

ATTENDING: Julia Nee, Director, Stephanie McBain, Larissa Curley, Mary Beth Courtright, Linda MacDonald, and Sharon Stearns.

Larissa Curley called the meeting to order at 7:05 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: Julia attended the Friends of the Library meeting. She stated it was a very productive meeting discussing some fun additions to help the library grow including more bestseller books generally and adding large print books to the bestsellers' collection as well. The Friends will also contribute the Book Page magazine subscription again.

FOUNDATION NEWS: Bob DeMarzo, Library Foundation, presented a check in the amount of \$55,000 for approval at the Pembroke Select Board Meeting on February 5, 2025. The motion passed with the Select Board unanimously so that the Library Foundation and town can move forward with architectural services for a proposed addition to the Pembroke Library.

MINUTES OF PREVIOUS MEETING: Linda made a motion to accept the minutes of the January 15th meeting, Sharon seconded and so it was voted.

JANUARY YOUTH SERVICES REPORT: Discussed that the STEM play group is very popular. It is a community group program that works with the south shore towns. The scavenger hunt is also a great program, the children love it. Sharon made a motion to accept the January Youth Services Report, Linda seconded, and so it was voted.

JANUARY ADULTS/REFERENCE REPORT: MaryBeth made a motion to accept the January Adults/Reference Report. Sharon seconded and so it was voted.

JANUARY DIRECTOR'S REPORT: Numbers look amazing. Online reservation system makes a big difference for meeting room usage and museum passes. Visitors count is up. Peter's marketing is doing great. Discussed not to renew one of the general online database, as its limited use means it would cost us about \$18.00 a session to continue subscribing. 174 passports were facilitated in the month of January, which is tied for the most ever. A full staff meeting was held in January. At the meeting the staff reviewed safety basics including CPR, choking, and Stop the Bleed with the Pembroke Fire Department as well as Safe Child Policy lockdown procedures. Julia met with Senator Dylan Fernandes and Representative Ken Sweezey in January for a tour of the Library and a discussion with the Foundation about the long-term Library goals. Mary Beth made a motion to accept the January Director's Report, Sharon seconded and so it was voted.

FINANCIALS: Linda made a motion to accept the Financials for January 2025, Sharon seconded and so it was voted.

JULY 2024 YOUTH SERVICES REPORT: Voting on corrected minutes from July. Pre-K and Kids events were in the incorrect column. Mary Beth voted to pass the amended minutes and Linda seconded and so it was voted.

OCTOBER 2024 YOUTH SERVICES REPORT: Voting on corrected minutes from October 2024. Linda made a motion to pass the amended minutes and Sharon seconded and so it was voted by all.

OLD BUSINESS: FY26-FY30 Strategic plan. Responses from the surveys are being reviewed.

Building Updates: The lights in the kid's room are fixed, so it is now brighter and safer. Painting project was completed by the Sheriff's Office. The fire extinguishers inspection was passed. Drainage in the woman's bathroom was fixed and a pipe in the men's room was also repaired. CO2 detectors will be set installed and set up. Two gas leaks in the boiler room. Repairs done, and the fire department came and advised that the area looked safe. Julia will meet with Bill C. to discuss the roof replacement, rooftop HVAC unit replacement, septic system and gas leaks.

Annex proposal update and attending Select board meeting: Julia presented the proposal at the Select Board meeting on February 5, 2025. Not much flexibility on this at the moment. Other groups will also present their proposals as well to the Select Board.

FY26 Budget: Julia has not yet met with Bill C. about the Library's FY26 budget, but did attend Bill's budget update presentation to the Select Board and Advisory Board on February 5th. FY26 Pembroke town revenue has increased slightly from

FY25, but he is anticipating cuts/no new programs as the town is facing significant budget challenges.

2025 Southeastern Libraries Legislative Breakfast: Friday March 7, 2025, a Program 8:00- 9:00 AM. This will be at the Norfolk Public Library. A flyer was handed out to the Library Trustees.

NEW BUSINESS: Public Records Act, Open Meeting Law, First Amendment Audits: First Amendment audit was last week. Will be getting privacy screens for computers.

Internet Policy: A handout of the **Internet Policy** and the **Hot Spot Policy** were passed out to the Library Trustee Board to review for the next meeting. We will go over any and all changes to be made.

Town Website, Library Trustee Page: Discussed if any updates or changes need to be made to these pages.

UPCOMING EVENTS: Julia talked about upcoming events being offered at the library.

UNSCHEDULED BUSINESS FOLLOWING THE POSTING OF THE AGENDA: Sharon Stearns distributed example Director evaluation forms for the Library Trustees to look over.

Next meeting is March 19, 2025 at 7:00 P.M.

Larissa C. made a motion to adjourn the meeting at 8:39 P.M. and it was so voted.

Respectfully submitted,

Linda MacDonald
Secretary