

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for March 19, 2025

ATTENDING: Stephanie McBain, Stephanie Ciciotti, Chair, Linda MacDonald, Sharon Stearns, Erin Columbare, Larissa Curley via zoom, Julia Nee (arrived late), Kathy Benvie, and Erin Petti.

Stephanie Ciciotti called the meeting to order at 7:04 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 minute 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: No major updates. Julia will be attending the next Friends Meeting on April 8, 2025 which a date will be set for their spring book sale.

FOUNDATION NEWS: Bob DeMarzo continues to create connections and build support for the Foundation and the children's room addition. Julia and Bob met with CEO of New England Village with Stephanie and Johnathan Grabowski, their Vice President of Communications and Development, to continue the conversation about future collaboration and support.

MINUTES FROM THE PREVIOUS MEETING: February 19, 2025. Sharon brought up some verbiage that needs to be corrected on the minutes. Sharon made a motion to accept the minutes for February and Larissa second, all in favor and a roll call of yes from all.

FEBRUARY YOUTH SERVICES REPORT: Mini Golf and Teen Craft & Community Service Hour events were very popular. Teens had lots of creativity. Melissa is looking into some much needed sound dampening options for the Youth Lounge. Linda made a motion to accept the February Youth Services Report, Sharon seconded the motion, all in favor yes and a roll call of yes.

FEBRUARY ADULTS/REFERENCE REPORT: February was the first meeting of a new, monthly adult event Cookbook Club, which give the community a chance to share recipes. There was a small turnout for the first meeting, but many people have asked questions and expressed interest in joining. Stephanie M.'s book club continues to be a great success. The movie night presenting Wicked was a wicked big hit. Linda made a motion to accept The February Adults/Reference Report, Larissa seconded and so it was voted. A roll call was done and yes by all.

FEBRUARY DIRECTOR'S REPORT: From last month, physical circulation has increased, the visitor count increased, and online resource usage increased dramatically. Big jump in February on use of Ancestry, Gale, and Universal Classes. Online usage has increase dramatically. Our collection is well rounded and other libraries borrowing from us. We seem to consistently loan more items to other libraries than we borrow, which reflects that the Library has a full and well-rounded collection. As an additional note, this number helps out State Aid funding total, since part of State Aid is calculated based on our circulation materials to patrons of other certified Massachusetts municipalities. Discussed the clock that is above the door and how the patrons miss the clock being there while being repaired, as the hook was unstable. Staff party was good. Sharon made a motion to accept the February Director's Report and Linda seconded, all in favor yes. Roll call yes.

FINANCIALS: We expended our material budget line for FY25. We will continue to purchase new materials thanks from the support of the Friends, the passport program, fines and other gifts as well. We're over on building/purchase of services line. Bill knows about this and is preparing to have them covered. We also might go over on Wage and Salaries due to Julia and Kathy's overlap, but this is something that Bill was aware of as well. Linda made a motion to accept the Financials and Sharon seconded, all in favor and a roll call was made, yes from all.

OLD BUSINESS: FY26-FY30 Strategic Plan: Survey closed and in-person feedback opportunities have also wrapped up. Julia is now working on analyzing all the community feedback and data to identify goals and priorities.

BUILDING UPDATES: We have had 2 other possible gas leaks in Stephanie's office. Julia asked Bill for a recommendation for a company to look at the vents. Septic system was pumped last week. Painting has been finished and we are displaying art in the meeting room. The rooftop update-Julia met with Bill who reports that he decided to wait until spring to reopen the bid for roof and RTU projects. A timeline has not been set yet but Bill said that we were still on track for the work to be completed. AV System in the meeting room. PAC TV gave a tutorial to the library employees on how to operate the cameras working and microphones. Stephanie said it was good to see how the system worked.

FY26 BUDGET: Julia is not here this evening because she is at the Select Board meeting to present the budget. Julia met with Bill Monday and will present to the Advisory Committee next Monday. Looks like budget will allow a second Library Assistant, which will be very helpful for programming and projects. \$1,000 increase for technology and a \$2500 increase for materials. No increase on Building Repairs and Purchase of Services lines. No increase for Programs line-

from community feedback for the strategic plan, our patrons want more programming from us, and this is going to be a challenge with the current budget. Cuts to Heating/Fuel line, Postage line, Custodial Supply line and Travel and Meeting line.

INTERNET POLICY: The Library Trustee Board all accepted the Internet Policy. Sharon made a motion to accept the Internet Policy and Erin seconded, all in favor with a roll call vote of yes.

HOTSPOT POLICY: The Library Board voted on the amended Hotspot policy and was approved by all. Linda made a motion to accept the revised Hotspot policy, Erin seconded, and so it was voted. Roll call yes.

TOWN WEBSITE, LIBRARY TRUSTEES PAGE: Discussed different avenues of changes such as: Add more contact information, Trustees Bylaws, List of Trustees responsibilities, Library Trustee's e-mail address and adding more to FAQ section. We will look over what needs to be added and discuss next meeting.

NEW BUSINESS: Abandoned Property Policy: Discussed lost and found and if donating items were still in place. If items left for more than 30 minutes at the library with no one attending the item what should be done. In 2016 an original policy was made for abandoned property therefore updating this policy with some changes being made. Sharon made a motion to accept the revised Abandoned Property Policy as amended, Erin seconded, and so it was voted. Roll call yes.

Julia arrived from the Select Board Meeting at 8:50 PM.

Library Space Usage Observation/Analysis: Julia met with Anna Popp, a consultant from MLS, to begin reviewing and discussing the current use of library spaces and planning for future use. We are starting to observe how people are currently using space. How people are using seats and tables.

Upcoming Events: Fairy Story time and Craft with Miss KiKi- Wednesday March 26, 4:00 pm. Intro to Babysitting- Thursday April 24, at 12:30 pm. (sponsored by the Friends).

Stephanie C. called the meeting at 8:04 PM. Meeting adjourned.

Respectfully submitted,
Linda MacDonald
Secretary