

## **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

Meeting Minutes for April 16, 2025

**ATTENDING:** Julia Nee, Director, Stephanie McBain, Stephanie Ciciotti, Chair, Larissa Curley, Mary Beth Courtright via Zoom, Linda MacDonald, Sharon Stearns, Erin Columbare via Zoom, and Kathy Benvie.

Stephanie Ciciotti called the meeting to order at 7:03 P.M.

Please note that this meeting is made available to the public through and audio recording which will be used to ensure an accurate record of proceedings produced in the 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:** Julia went to April's meeting. Saturday, May 3, 2025 is the annual book/bake sale. Friends is sponsoring a new pass for Historic New England, a collection of 38 house museums. It is so great to offer this pass to our patrons. Two adults and any amount of kids can enter on this pass.

**FOUNDATION NEWS:** Bob DeMarzo came to the meeting prior to the 7:00 P.M. arrival to hand out the design options for the new addition to the library. Options of 4 designs were reviewed by the Library Trustee Board. A public drive is being handed out tomorrow night at The Chamber of Commerce meeting. A copy of the support for the expansion of our children's room was passed out to the library board members. Julia, Stephanie M. and Melissa have put priorities in place for the expansions. Features from each design can be incorporated to make the design work for all.

**MINUTES OF PREVIOUS MEETING:** March 19, 2025, Stephanie M. stated a correction with her book club. The club started 10 years ago and is not a new book club. Larissa made a motion to accept the pending correction and Sharon seconded. Roll call from all is a yes.

**MARCH YOUTH SERVICES REPORT:** The library has collaborated with Neighborhood Forest, a non profit organization that provides free trees for families to plant in their yards. 74 families will be receiving trees from them and will be distributed around Earth Day. A Yoto Player has been added to the circulating collection as well as a collection of Yoto Cards as requested from the patrons'. Sharon made a motion to accept the March Youth Services Report, Linda seconded and a roll call was made with a yes from all.

**MARCH ADULTS/REFERENCE REPORT:** Roz Kubek's program on Paul Simon was a great turn out. We got a card from one of the attendees and a donation to the library. The movies were also very good attendance this month. The knitting club is outgrowing the room. Reference help included aiding patrons' in diagnosing and resolving issues related to their Kindle Account. Preparing the 2025 Summer Reading Program. Mary Beth made a motion to accept the March Adults/Reference Report, Larissa seconded and a roll call of yes by all.

**MARCH DIRECTOR'S REPORT:** Visitor count was up. Julia stated it was a good month. Museum pass usage was discussed and a pamphlet was passed around. Our Seed Library launched for its second season, this is very popular. Local businesses have been very generous with donations to help keep the Seed Library stocked. Sharon made a motion to accept the March Director's Report, Mary Beth seconded with a roll call yes from all.

**FINANCIALS:** Julia stated that everything seems to be on track. Julia is purchasing 4 new computers for staff. No time line when they will arrive. She prioritized which computers will be replaced. Discussed hot spots and maybe upgrade to a 5G. Linda made a motion to accept the March Financials, Sharon seconded, with a roll call of yes.

**OLD BUSINESS:** FY26-FY30 Strategic Plan: A plan was drafted and passed out for the Library Trustee Board review any input/ feedback is welcome. A full plan will be issued next meeting. Priorities and goals will be discussed. Final will be in June.

**BUILDING UPDATES:** Julia got a quote for carpet cleaning. Amount was over \$3,000. Julia is looking into just doing high traffic areas. Town just got notice that the roof top unit is in progress. Money has been put aside for the job.

**FY26 BUDGET:** Julia would like to get a copy of the warrant. Julia will meet with Bill C. Nothing has changed.

**TOWN WEBSITE/LIBRARY TRUSTEE PAGE:** We discussed changes. Recommendations were made. Julia looked at other Trustee pages to compare differences. Sharon also looked into other towns pages.

**LIBRARY SPACE USAGE OBSERVATION/ANALYSIS:** Julia got report back from Anna Popp, MLS Consultant. Moving computer stations around so staff can help the patrons'. Signage color and lighting were discussed as well between Anna and Julia.

**NEW BUSINESS:** FY25 State Aid Award. Over \$25,000 and the percentages have been increasing steadily. Missing Sunday hours is one day of circulation that the numbers go down, but expected.

**DISPLAY/EXHIBIT POLICY:** Julia handed out a draft for a new policy. Julia stated she could go through each section. The Library Board is going to review this and vote the Display/Exhibit next meeting.

**LENDING TO DECERTIFIED LIBRARIES POLICY:** A draft was passed out by Julia for review by The Library Trustees. We reviewed and discussed the changes that were made. A vote was made to pass the policy as distributed. Mary Beth moved to accept the changes, Larissa seconded. A roll call was taken and a yes by all.

**MCC CREATIVE EXPERIENCES GRANT:** Julia has submitted an application for a program series. Natural Wonders will be a 8-10 program summer series. This grant is a \$5,000 grant for a 2026 summer program. We will not have notice if we will receive the grant until the fall. Julia informed us on all that this includes.

**UPCOMING EVENTS:** Julia discussed upcoming events. School vacation is this coming week. Three highlights mentioned was the movie, Wild Robot, for a family event. A Poetry night with deserts from Guilty Bakery. You can read a poem or come to listen to poems being read. And ASL Bingo on Friday was also mentioned. The Bake and Book Sale is coming up May 3, 2025.

Next Library Trustee Meeting is on May 21, 2025

Meeting adjourned by Stephanie C. at 8:16 P.M.

Respectfully Submitted,

Linda MacDonald  
Secretary