



**Pembroke Public Library
Trustees Meeting Agenda April 20, 7:00 PM
Trustees' Room**

Minutes of February and March Meetings

Director's Report

Youth Services Report

Reference Librarian Report

Financial Update

Old Business

Building Maintenance

Foundation Update

Friends Update

New Business

Safe Child Policy

Social Media Policy

Reconsideration Policy

Patron Behavior Policy

DEI

Campaign Button

Status of the FY22 Action Plan items due by June 30, 2022

(% increases per year)

Any unscheduled business following the posting of the agenda.



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for April 20, 2022

ATTENDING: Larissa Curley, Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick, Jill Taylor, Marcie Walsh-O'Connor (Library Director), and Carol Watches (Chairperson). There is currently one vacancy on the Board.

Carol Watches, Chairperson, called the meeting to order at 7:03 P.M.

MINUTES OF PREVIOUS MEETINGS: Larissa moved to accept the minutes of the January meeting, as written. Sean seconded and it was so voted. There was no Trustee meeting in February.

The minutes of the March meeting were read. Larissa moved to accept the minutes, as written. Sean seconded and it was so voted.

OLD BUSINESS: *Quilt* – The quilt was placed into a custom-built frame and mounted in the Trustees' Room. The frame was designed and constructed by film and TV colleagues of Jill's.

Library Standards of Conduct – Trustees reviewed the updated Standards, which include a change to make the food and beverage policy slightly more lenient. Carol mentioned items "i" and "j", regarding harassment and abusive behavior; asking if the Standards should specify that the noted behavior will result in a particular enforcement response. Section III details the methods of enforcement of the Standards of Conduct. After Trustees' careful review, Sean moved to adopt the Standards and Larissa seconded. It was so voted.

Safe Child Policy – Larissa made a motion to accept the revised Safe Child Policy, which includes a new revision in Section VIII, where line "e" will end with "point f" rather than "Step 6". Sean seconded and it was so voted.

Social Media Policy – Sean mentioned slight typographical errors, one in "User Responsibility and Use Restrictions", section "a", and a second error with the numbering of the sections, both of which will be updated in the final version. Sean made a motion to accept the updated Social Media Policy, as amended. Jill seconded and it was so voted.

Reconsideration Policy – Jill made a motion to accept the Reconsideration Policy. Sean seconded and it was so voted.

DEI – Stephanie has stepped down from the DEI Committee and Marcie has taken her place.

Campaign Button – A member of staff elected to wear a campaign button for a local candidate for the Select Board. Several patrons lodged complaints to Larissa and the Town Manager. Massachusetts Law does allow for town employees to wear such things on a temporary basis, but there will be a town-wide prohibition of political garments and accessories during work hours/in work spaces.

Status of the FY22 Action Plan Items due by June 30, 2022 (% increases per year) – There has been a sufficient increase in e-book circulation and the goal of having the library work with the Pembroke Diversity, Equity, and Inclusion Committee has been met, early, but as of now, none of the other FY22 Action Plan goals have been met (as compared to statistics from 2019). The Pandemic has affected some of these goals, obviously.

FRIENDS NEWS: Agreed to fund the Aunt Flo dispensers for the public bathrooms and the needed equipment for the custodian. The Book & Bake Sale will be themed toward raising funds for furniture for the Meeting Room.

FOUNDATION NEWS: The Foundation shall have some fun things delivered directly to the library soon, care of Marcie.

DIRECTOR'S REPORT: Jill moved to accept the January Director's Report, as written. Sean seconded and it was so voted. Sean moved to accept the February Director's Report, as written. Larissa seconded and it was so voted.

The Director's Report for March was read. Marcie attended the Chamber of Commerce Breakfast in March and had the pleasure of meeting local community members. Sean commented on the increase in items marked missing; Stephanie has been aggressively weeding out materials to make room for newer materials.

Larissa moved to accept the March Director's Report, as written. Jill seconded and it was so voted.

YOUTH SERVICES REPORT: Sean moved to accept the January Youth Services Report, as written. Larissa seconded and it was so voted. Larissa moved to accept the February Youth Services Report, as written. Jill seconded and it was so voted.

The Youth Services Report for March was read. Sadly, there were no takers for March's Teen Puzzle Race. The Kids Puzzle Race was a huge success, however. Melissa has been busy!

Sean moved to accept the March Youth Services Report, as written. Larissa seconded and it was so voted.

REFERENCE/ADULT SERVICES REPORT: Jill moved to accept the January Reference/Adult Services Report, as written. Sean seconded and it was so voted. Sean moved to accept the February Reference Librarian's Report, as written. Larissa seconded and it was so voted.

The Reference/Adult Services Report for March was read. Stephanie has been extremely busy; Movie Matinees were popular and patron engagement has been steadily increasing.

Sean moved to accept the March Reference/Adult Report, as written. Larissa seconded and it was so voted.

FINANCIAL REPORT: Sean moved to accept the January Financial Report, as printed. Jill seconded and it was so voted. Jill moved to accept the February Financial Report, as printed. Sean seconded and it was so voted.

The Financial Report for March was reviewed. We are still over on Purchase of Services, but lines are looking good, otherwise. Jill inquired about whether or not Marcie has received statements for our gift lines; she has not and will look into it. Jill moved to accept the March Financial Report, as printed. Sean seconded and it was so voted.

MAINTENANCE: Nothing major to report.

NEW BUSINESS: Town Meeting will be held on Tuesday, May 10th and Town Elections will be held Saturday, May 14th.

UNSCHEDULED BUSINESS: No unscheduled business to report.

The next meeting of the Board of Trustees will be held on Wednesday, June 15, 2022 at 7:00 P.M.

The meeting was adjourned at 9:12 P.M.

Respectfully submitted,

Jillian Taylor
Secretary

Director's Monthly Report March 2022
Pembroke Public Library

Circulation:	Mar 2019	Mar 2020	Mar 2021	Feb 2022	Mar 2022
Adults	6086	3660	4121	4062	4677
YA	512	315	276	273	337
Juvenile	5038	2695	2859	3145	4038
Total:	11636	6670	7256	7490	9052
Overdrive total:	1729	1971	2085	1861	1950
Hoopla total:	-	186	275	293	310
Kanopy total:				82	57
NY Times total:				5	3
Online Resources Usage	880	2189	981	578	842
Museum Passes	53	28	26	36	49
Patrons registered	61	29	25	40	75
Non-resident borrowing	2147	1385	1413	1687	1976
Mobile holds/renewals	146	220	486	400	520
Overdrive registration	23	2	16	22	19
Items loaned to other libraries	2703	1455	2891	2076	2421
Item borrowed from other libraries	1964	988	2057	1401	1611
ComCat loaned	19	11	15	3	23
ComCat borrowed	32+1	15+2	17+3	34	31
Passports	74	23	70	94	161
Visitor Count		4411	3369	4225	5541

Collections	Mar 2019	Mar 2020	Mar 2021	Feb 2022	Mar 2022
Items added	670	293	499	315	603
Items discarded	479	1413	192	2187	1059
Items marked Missing	28	18	35	28	25

Events	Mar 2019	Mar 2020	Mar 2021	Feb 2022	Mar 2022
Adult programs	15	7	5	17	15
Adult attendees	174	158	56	100	117
Youth events	22	17	4	11	15
Youth attendees	673 all ages	492	239	276	472

A fuller Youth Services report and Adult Services report is attached.

Computer Use	Mar 2019	Mar 2020	Mar 2021	Feb 2022	Mar 2022
Internet	658	345	172	218	328
Juvenile	185	83	0	142	161
Total	843	428	172	360	489

Staff and other news:

In March I met with the Advisory Board and the Select board to finalize the FY 23 Budget. These meetings went well so pending no changes our budget is all set until town meeting in May. I also attended the Chamber of Commerce Breakfast. I found extremely helpful and hope to attend more Chamber events in the future. Our statistics for March look great and we are seeing more foot traffic. I am continued to be wowed by everyone's customer service and willingness to help. Pembroke Library staff is a wonderful asset to the community.

Reference Requests (Reference Desk only):

Total requests:	16
General information:	5
Technology:	5
Research:	1
Item requests:	2
Readers' Advisory:	1
<u>Passports:</u>	<u>2</u>
In person:	8
Phone:	5
Website forms:	3

In-depth Reference help included:

- Using our online databases and Google Scholar to find academic articles for a research paper.
- Renewing registration online through the RMV website.
- Registering for TurboTax and downloading it to a laptop.

Adult Events:

Total: 15 events with 117 attendees, including:

- Tuesday, March 1st: Book Club, *The Drowning Kind* (Attendance: 10)
- Monday, March 7th: Movie Matinee, *The Eyes of Tammy Faye* (Attendance: 7)
- Monday, March 14th: Movie Matinee, *King Richard* (Attendance: 15)
- Monday, March 21st: Movie Matinee, *Mass* (Attendance: 6)
- Monday, March 28th: Movie Matinee, *House of Gucci* (Attendance: 25)
- Tuesdays March 1st, 8th, 15th, 22nd, and 29th: Knitting (5 events, total attendance: 25)
- Wednesday March 2nd, 9th, 16th, 23rd, and 30th: Yoga (5 events, total attendance: 29)

Projects included:

- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 161 applications this month.
- Ordering Adult books, AV materials, and eBooks and audiobooks for the library collection.
- Planning Adult events, creating flyers and publicity blurbs, updating the website and EventKeeper, and publicizing on Facebook.
- Compiling and publishing the monthly Pembroke Public Library newsletter.
- Checking the LibraryAware-generated genre newsletters to make sure all books listed are available in the SAILS network.
- Leading the Book Club meeting and getting books for club members.
- Answering all submissions from the "ask a question" form on the website.
- Creating and maintaining Adult book displays.
- Continuing the Fiction weeding project.
- Attending the MLS Reference chat, in which we planned for the next few months of discussions.
- Attending the Pembroke Diversity, Equity, and Inclusion Committee meeting as the library representative and serving on the programming subcommittee.

Youth Services Report to the Trustees: March 2022
 Submitted April 7, 2022 by Melissa McCleary

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime (ages 2 – 5)	9	199	166
Sing with your Baby (ages 0 – 2)	1	12	13
LEGO Club	1	6	6
Puppy Dog Tales	1	16	14
Kids Puzzle Race	1	11	5
Scavenger Hunt: Outer Space	1 (passive)	180	n/a
Teen Take & Make: Foam Tacos	1 (passive)	48	n/a
Teen Puzzle Race	n/a	n/a	n/a
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	10	211	179
<i>Kids Program (ages 6-11) Total</i>	4	213	25
<i>Teen Program (ages 12-18) Total</i>	1	48	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	15	472	204
Number of Volunteers	4 adults + 13 teens = 17 volunteers		
Volunteer Hours	4 adult hrs + 38 teen hrs = 42 hours		

March Program Highlights:

--While several teens signed up for our March Puzzle Race, no teens were able to attend on the day of the event. The Kids Puzzle Race, however, was a big success with the first place winners putting together a 100-piece puzzle in 19 minutes and 36 seconds.

--Puppy Dog Tales saw its largest attendance since it started up again last year and we were happy to see so many readers at once.

Other:

--Project to move all YA vocational books to one location in YA nonfiction has begun. This will allow teens to browse one shelf when looking for career guidance instead requiring them to wander the entire section.

--Attended iREAD Brainstorm session for 2022 summer reading programs.

--This month's most liked social media post was a video featuring wind-up bunnies walking throughout various adult collections and encouraging patrons to "hop into their library" this spring.

Looking toward April & Beyond:

--I will begin our regular Baby Lapsit programs in May beginning with 2 per month and then accessing how to proceed from there based on reception and staff time.

--A local preschool will be visiting in May; this will be our first in-person school visit since 2020!