



Pembroke Public Library
Trustees Meeting Agenda August 17th 7:00 PM
Trustees' Room

Minutes of July Meetings

Director's Report

Youth Services Report

Reference Librarian Report

Financial Update

Status of request for Trustees to receive year-end Trust fund reports

Old Business

Trustee Conflict Interest Training

Staff Chairs

Foundation Update

Meeting Room Update

Recognition of former Trustee Lyn Dionne

Water Faucets

Book Drops

Director Evaluation (Staff Survey)

New Business

ARIS Completed

Financial Report started

Any unscheduled business following the posting of the agenda.



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for July 20, 2022

ATTENDING: Stephanie Ciciotti, Larissa Curley, Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick (Chair), Jill Taylor, and Marcie Walsh-O'Connor (Director).

Sean Fitzpatrick, Chair, called the meeting to order at 7:07 P.M.

MINUTES OF PREVIOUS MEETING: The minutes of the June meeting were read. Larissa moved to accept the minutes, as written. Stephanie seconded and it was so voted.

DIRECTOR'S REPORT: The Director's Report for June was read. Circulation is looking good. Marcie has started the ARIS report; everything is looking great, so far. Larissa moved to accept the June Director's Report, as written. Stephanie seconded and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for June was read. This month's Teen Take-and-Make was themed for Pride month and included two craft options (both very popular). Jill asked how the new practice of doling out craft kits a few at a time was going; Melissa confirmed it's been working out well. Stephanie moved to accept the June Youth Services Report, as written. Jill seconded and it was so voted.

Carol Watches joined the meeting at 7:13 P.M.

REFERENCE/ADULT SERVICES REPORT: The Reference/Adult Services Report for June was read. Jill moved to accept the June Reference/Adult Services Report, as written. Stephanie seconded and it was so voted.

Mary Beth Courtright joined the meeting at 7:22 P.M.

FINANCIAL REPORT: Stephanie moved to accept the April Financial Report, as printed. Larissa seconded and it was so voted.

Status of Trustees' signing of payroll/invoices – Jill reached out to Bill Chenard, Town Manager, who confirmed the emergency declaration has been lifted. The Trustees will resume signing payroll and invoices, on Thursday afternoons.

Status of request for Trustees to receive year-end revolving/Trust fund reports – Bill kindly provided the Trustees with the balances of the Darling, Chiesa, and Smith accounts. The Trustees are interested in receiving copies of the year-end financial reports from the banking institutions, so Jill will reach out to the town accountant and/or Bill again, to request those. Marcie inquired about obtaining the specific details of the restrictions placed on each of the

Trust lines (such as limiting expenditures to large print only for the Edna Raistrick Trust). Jill will attempt to track down more information.

OLD BUSINESS: *Trustee Conflict of Interest training* – Stephanie, Mary Beth, Sean, and Larissa are due to complete the training this year. Stephanie and Larissa have completed it. Stephanie has returned her certificate of completion to Town Hall; Larissa will do so ASAP.

DEI Committee – Rather than establishing a committee, per se, Marcie proposed implementing an expansion of the seven heritage month themes. The Trustees were provided information used by Joshua Hyde Public Library in Sturbridge, themed “you belong here”. Melissa showed the Trustees other options, themed, “libraries are for everyone”. The Trustees are supportive of this plan and look forward to seeing what new materials are incorporated.

Foundation News – The electrician has been installing wires and cables for the new 84” TV that will be installed in the meeting room. They suggested the possibility of adding a 3-season room for the story garden. Marcie will mention potential study room space(s) as a potential project for the Foundation to tackle.

Staff Chairs – Marcie is still waiting for feedback from some staff on their chair preference. Melissa will reach out to the staff for feedback.

Staff Training: Thursday, July 14 – Staff training included active shooter training (police department) and CPR and choking (fire department). Full-time staff performed demonstrations on such topics as customer service, mending, etc.

Recognition of Lyn Dionne, former Trustee – Carol suggested the Trustees donate books to the library on Hawaii or animal rescue themes, which would include a dedication to Lyn on the inside covers. Mary Beth suggested dog training themed videos or similar “library of things” options available for patrons to enjoy.

NEW BUSINESS: *Water Faucets* – The faucets are still being problematic; a patron reported that one of the faucets would not turn off, today. The amount quoted by one contractor exceeds the amount allocated by the town for the work. Marcie will seek other estimates for comparison, and we’ll go from there.

Book Drops – The library will soon have two new, bigger book drops!

Director Evaluation (Staff Survey) – Jill proposed adding a staff survey to the rotation of the Director’s annual evaluation process. The Trustees will look over the draft and make recommendations for format and content revisions at the next meeting.

UNSCHEDULED BUSINESS: Marcie suggested the library establish a minimum staffing requirement and provided some examples from other libraries. Carol felt the Hanson Public Library’s example was a good place to start. The Trustees agree that there should never be fewer than three employees working at any one time, including one full-time employee.

The next Trustee meeting date is TBD.

Larissa moved to adjourn the meeting, Jill seconded; the meeting was adjourned at 8:30 P.M.

Respectfully submitted,
Jillian Taylor, Secretary

Director's Monthly Report July 2022
Pembroke Public Library

Circulation	July 2019	July 2020	July 2021	June 2022	July 2022
Adults	6903	2481	4815	4258	4787
YA	701	228	537	391	569
Children	5495	1084	4632	4131	5169
Total:	13099	3793	10023	8780	10525
Overdrive total:	1904	2133	2249	2574	2707
Hoopla total:	-	246	245	281	301
Kanopy total:				52	18
NY Times total:				4	7
Online resource Usage	538	600	743	621	650
Museum Passes	97	11	97	49	63
Patrons registered	103	0	74	63	89
Overdrive Registration	19	7	31	18	27
Mobile holds/renewals	295	29	546	617	765
Non-resident borrowing	2121	704	1865	1830	1591
Items loaned to other libraries	2508	2121	2371	1863	2225
Item borrowed from other libraries	2088+3	1861	1657	1434	1588
ComCat loaned	22	0	11	15	14
ComCat borrowed	29	2	36 + 4	35	30
Passports	56	0	121	98	76
Visitor Count	10369	0	6449	5067	7162

Collections	July 2019	July 2020	July 2021	June 2022	July 2022
Items added	792	355	382	484	855
Items discarded	261	529	297	121	453
Items marked Missing	14	19	27	15	21

Programs	July 2019	July 2020	July 2021	June 2022	July 2022
Adult programs	15	1	2	10	12
Adult attendees	129	10	17	69	76
Youth events	29	5	21	16	27
Youth attendees	919	75	555	1929	667

Fuller reports from the Youth Services and Reference librarians are attached.

Computer Use	July 2019	July 2020	July 2021	June 2022	July 2022
Internet	606	0	227	228	253
Juvenile	261	0	145	209	254
Total	897	0	372	437	507

Staff and other news:

I am very pleased with the statistics this month. July was spent working on the ARIS. We also had a full staff training day which included: Active Shooter, CPR and Choke Saver, and presentations from all the Full Time Staff. The training was very successful with feedback asking for additional sessions. I continue to be amazed by the staff and their level of professionalism.

Youth Services Report to the Trustees: July 2022
 Submitted August 4, 2022 by Melissa McCleary

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime (ages 2 – 5)	5	110	86
Block Party Playtime (ages 1 – 7)	2	49	31
Baby Lapsit (ages 0 – 2)	2	22	19
LEGO Club	1	16	8
Puppy Dog Tales	1	12	8
Scavenger Hunt: Mary’s Sea Shells	1 (passive)	317	n/a
Dungeons & Dragons (ages 9 – 13)	5	24	n/a
Tie Dye DIY (ages 8 – 12)	1	18	10
STEM Salmon Obstacle Course (Ages 8 – 11)	1	9	6
Folktales from Asia with Motoko (ages 5 – 11)	1	7	3
STEM Storytime: Hansel & Gretel’s Zip Line (ages 4 – 8)	1	9	6
Create-a-Creature Art Workshop (ages 8 – 18)	1	12	8
Tie Dye DIY (ages 12 – 18)	1	9	n/a
Dungeons & Dragons (ages 12 – 14)	3	7	n/a
Teen Take & Make: Fiesta Cat Foam Magnet	1 (passive)	48	n/a
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	9	181	136
<i>Kids Program (ages 6-11) Total</i>	13	422	49
<i>Teen Program (ages 12-18) Total</i>	5	64	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	27	667	185
Number of Volunteers	2 adults + 12 teens = 14 volunteers		
Volunteer Hours	2 adult hrs + 33.5 teen hrs = 35.5 hours		

July Program Highlights:

--July is always very program-heavy as so many families are looking for extra things to do during this month.

Other:

--Our Teen Art Wall (a cork board) has been installed in the YA Lounge. Already, the board is full of doodles, quotes, and coloring pages from various teen patrons. Brief guidelines are also posted on the board, including the fact that art will “rotate” off of the board every other month to make way for new works.

--Caregiver Corner now has a padded bench that doubles as a toy storage unit. This not only give patrons more seating options near the play area but allowed us to expand our board book collection by freeing up two shelves.

July 2022 Reference/Adult Services Report

Stephanie McBain
8/1/2022

Reference Requests (Reference Desk only):

Total requests:	19
Technology:	9
Research:	1
Item requests:	6
Readers' Advisory:	2
Passports:	1
In person:	13
Phone:	1
Email:	3
Website forms:	2

In-depth Reference help included:

- Using the scanner and uploading files to a website.
- Downloading and getting started with the Libby app.
- How to check email and browse the Internet on an iPhone.

Adult Events:

Total: 12 events with 76 attendees, including:

- Tuesday, July 5th: Book Club, *Beasts of a Little Land* (Attendance: 11)
- Saturday, July 9th: Pop-Up Art School, Watercolor Flowers (Attendance: 10)
- Monday, July 11th: Movie Matinee, *Fisherman's Friends* (Attendance: 2)
- Monday, July 18th: Movie Matinee, *The Great Outdoors* (Attendance: 3)
- Wednesday, July 20th: "Keeping Your Brain Healthy and Vibrant" with Meghan Watts (2 events, total attendance: 14)
- Monday, July 25th: Movie Matinee, *Summer of Soul* (Attendance: 7)
- Tuesday, July 26th: Genealogy Night (Attendance: 3)
- Tuesdays July 5th, 12th, 19th, and 26th: Knitting (4 events, total attendance: 26)

Projects included:

- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 76 applications this month.
- Ordering Adult books, AV materials, and eBooks and audiobooks for the library collection.
- Planning all Adult events; creating flyers, calendars, and publicity blurbs; updating the website and EventKeeper; and publicizing on social media.
- Compiling and publishing the monthly Pembroke Public Library newsletter, and checking the daily 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, and leading and finding resources for the genealogy group meeting.
- Answering all submissions from the "ask a question" form on the website and creating recommended reading lists for Adult Readers' Advisory forms.
- Creating and maintaining Adult book displays.
- Attending the SAILS OverDrive Committee meeting.
- Attending the staff active shooter training, CPR training, and departmental training day.