

Pembroke Public Library: Trustees Meeting Agenda May 13, 2021 6:30 PM

REMOTE

REMOTE PARTICIPATION (ZOOM APPLICATION)

Participation email at: dwall@sailsinc.org or call 781-293-6771 before 4PM on day of meeting.

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, s.18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Pembroke Library Trustees will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Pembroke website, at <https://www.pembroke-ma.gov/home/news/governors-order-suspending-certain-provisions-open-meeting-law>. This board meeting is NOT on PACTV.

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Pembroke website minutes of proceedings as soon as possible after the meeting. All votes taken will be roll call votes.

Special quest: Bob DeMarzo and the Foundation Update
Minutes of April Meeting

Old Business

Curbside and reopening updates
Fines – revisited
Old Fines, possible food donation amnesty to clear records?
FY22 Budget
RFID project update

Director's Report

Youth Services Report
Reference Librarian Report
Financial Updates
Building Maintenance
Friends News
Foundation news

New Business

Any unscheduled business following posting of agenda.

Topic: Trustees Meeting

Time: May 13, 2021 06:30 PM Eastern Time (US and Canada)

Every month on the Second Thu, until Jun 10, 2021, 2 occurrence(s)

May 13, 2021 06:30 PM

Jun 10, 2021 06:30 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: [https://zoom.us/meeting/tJ0pdO-](https://zoom.us/meeting/tJ0pdO-trDotE9DId_8eOoRGqAZ83BILkE3B/ics?icsToken=98tyKuChqjgsH9aUtxCDRox5BojCM-_zpn5aj_p5tRvaWyV8bTHRJ8N4auFdOfTb)

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Join Zoom Meeting

<https://zoom.us/j/99436521794?pwd=TGZzeUpERkQ3K2FENWxqbzlpODhlUT09>

Meeting ID: 994 3652 1794

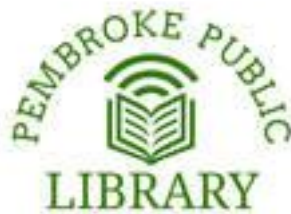
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One tap mobile

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Posted 5-11-21, 8:59AM



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for January 19, 2022

Pursuant to Chapter 20 of the Acts of 2021, this meeting was conducted via remote means.

No in-person attendance of members of the public was permitted. We will post on the Pembroke website an audio or video recording, transcript, or other comprehensive record of proceedings, as soon as possible after the meeting.

All votes taken during this meeting were roll call votes.

ATTENDING (VIRTUALLY): Kathy Benvie (Assistant Library Director), Mary Beth Courtright, Larissa Curley, Bob DeMarzo (Library Foundation), 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 7:04 P.M.

MINUTES OF PREVIOUS MEETING: The minutes of the December 15th meeting were read. Mary Beth made a motion to accept the minutes as written, Larissa seconded. Roll call vote: Mary Beth, yes – Jill, yes – Larissa, yes – Carol, yes – Sean, yes. So voted.

OLD BUSINESS: *Trustee Board Applicants* – Jill spoke to the two applicants for the open seat on the Board who attended December's meeting. They were both in agreement that they'd like to move straight to pulling nomination papers and running in the town election, rather than go before the Selectboard and seek appointment (prior to running in the upcoming election). A third applicant, Deborah Killeffer, expressed interest in early January. Jill corresponded with the applicant, who ultimately expressed discouragement by the nomination/election process. Jill suggested the Friends group to her as an alternate option.

Capital needs update – Bill Chenard suggested Marcie include all existing known repair items, such as bathroom faucet repair and sidewalk repair, in the library's Capital request. Marcie would like to walk the building with Bill after budget activities taper off a bit.

Staffing challenges pay study – Bill Chenard, Town Manager, is continuing to work on a wage and salaries study. There will be an update soon, no doubt.

FY23 Budget – Marcie and Kathy met with Bill Chenard, Town Manager, to complete the library's budget worksheet. Kathy is going to bring the request for sick time for pages and

other part-time staff back into the mix. She has an approximate cost for this and it is not an unreasonable amount.

Future budget/state certification concerns – Jill has not received any new communications from the Town Manager on the subject of the FY23 budget and a potential deficit created by the salary difference between the outgoing and incoming Director. We are under the impression that the library will be fully funded in accordance with the MBLC guidelines, but we will need to stay vigilant and be sure the library’s budget is not decreased to a level below that required to remain certified by the MBLC.

Staff Bonuses – The Trustees intend to offer a financial bonus to the Interim Director and other staff who have worked to bridge the gap between the outgoing and incoming Directors. Jill corresponded with the Town Manager and asked for his recommendation (based on his experience with comparable bonuses in other town departments). His recommendation is to limit bonuses to full-time staff. Jill made a motion to offer a one-time \$1,000 bonus to Kathy Benvie and a one-time \$500 bonus to each full-time staff member of the library. Mary Beth seconded, Roll call vote: Mary Beth, yes – Jill, yes – Larissa, yes – Carol, yes – Sean, yes. So voted.

Bob DeMarzo and Stephen Curley joined the meeting (virtually) at 7:30 P.M.

FOUNDATION NEWS: Bob DeMarzo shared that he will be meeting with Julie Thompson of PACTV on January 31st at 9:30 A.M., regarding the suggested components and estimated cost of a new sound system for the library. There will be a face-to-face Foundation meeting to follow, at 10:00 A.M. The current board members are Bob DeMarzo, President, Stephen Curley, Treasurer, Judy Park, Clerk, and Sharon MacNamara.

The Foundation plans to apply for grants and is also fine-tuning the details of how requests for funds are made and how funds will be transferred.

DIRECTOR’S REPORT: The Director’s Report for December was read. Mary Beth appreciates the new format of the report, which includes data from previous years as well as previous month comparisons. Mary Beth inquired about the increase in number of items marked missing. Stephanie has been doing a deep dive into the status of the collection and has officially confirmed a number of missing items.

Passport applications are still occurring at a moderate volume. It should be noted that the staff spends a great deal of time assisting patrons with passport questions and preparations outside of the time that is included for processing appointments.

Jill moved to accept the Director’s Report as written, Sean seconded. Roll call vote: Mary Beth, yes – Jill, yes – Larissa, yes – Carol, yes – Sean, yes. So voted.

YOUTH SERVICES REPORT: The Youth Services Report for December was read. The Bike Raffle funds will be donated towards new non-fiction titles for the juvenile collection.

An adorable pipe cleaner snowflake is the Teen Take-and-Make for January. There will be a “Sing with your Baby” event tomorrow, January 20th.

Mary Beth moved to accept the Youth Services Report, as written, Larissa seconded. Roll call vote: Mary Beth, yes – Jill, yes – Larissa, yes – Carol, yes – Sean, yes. So voted.

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for December was read. Mary Beth commented on the excellent job Stephanie has been doing on the newsletter. Carol asked whether or not Stephanie is handling the workload of managing the library's website. Melissa and Stephanie share the workload.

Mary Beth asked about the CD collection rearrangement. Melissa plans to use the recovered space to set up a maker space.

Jill moved to accept the Reference Librarian's Report, as written, Mary Beth seconded. Roll call vote: Mary Beth, yes – Jill, yes – Larissa, yes – Carol, yes – Sean, yes. So voted.

FINANCIAL REPORT: The Financial Report for December was reviewed. Custodial supplies line still has

Larissa moved to accept the Financial Report as printed, Sean seconded. Roll call vote: Mary Beth, yes – Jill, yes – Larissa, yes – Carol, yes – Sean, yes. So voted.

MAINTENANCE: A portion of the needed HVAC repair has been completed; there is still much work to be done.

FRIENDS NEWS: Marcie is meeting with the Friends tomorrow, January 20th. Carol asked Marcie to invite Tracy Marino to an upcoming Trustee meeting.

NEW BUSINESS: *Welcome new Director* – Marcie is beginning to get settled and has enjoyed getting to know the staff and patrons. The Trustees are pleased to see that things are going well, so far.

Staff holiday party postponed – There is not yet a new date set for the staff holiday party. There will be a celebration once COVID-19 case numbers decrease.

Annual Report due January 31st – The Trustees' Annual Report is due to be submitted to the town by January 31, 2022. Carol received edits from Kathy and Stephanie and has sent a final draft to the Trustees. Barring any further changes, Carol will submit the Report this week.

MBLC open hours requirement – On January 3rd, the Massachusetts Board of Library Commissioners voted to suspend the state aid open hours requirement from December 20, 2021 to April 4, 2022. A decrease in opening hours during that period will not affect aid.

UNSCHEDULED BUSINESS: Mary Beth and Sean are up for re-election this year. They both plan to pull papers and run for re-election.

The next meeting of the Board of Trustees will be held on Wednesday, February 16, 2022 at 7:00 P.M.

Sean moved to adjourn the meeting, Larissa seconded. Roll call vote: Roll call vote: Mary Beth, yes – Jill, yes – Larissa, yes – Carol, yes – Sean, yes. So voted. The meeting was adjourned at 8:17 P.M.

Respectfully submitted,

Jillian Taylor
Secretary