



**Pembroke Public Library
Trustees Meeting Agenda June 15, 7:00 PM
Trustees' Room**

Welcome new board member Stephanie Ciciotti
Election of Officers
Minutes of April Meetings
Director's Report
Youth Services Report
Reference Librarian Report
Financial Update
Old Business

Action Plan discussion with the MBLC
Foundation News

New Business

Annual performance evaluation of Director
Trustee Conflict of Interest Training
Town Meeting
MBLC Deep Dive for new board members
Meeting Room Policy
DEI
Staff Chairs
Massachusetts Library Association Conference
Passports
Emergency Preparedness Presentation
Staff Training Thursday July 14
Recognition of Lyn Dionne, former Trustee

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 May 2022
Pembroke Public Library**

Circulation	May 2019	May 2020	May 2021	Apr 2022	May 2022
Adults	5903	51	4085	4414	4100
YA	521	2	326	366	338
Children	4185	8	3043	3943	3728
Total:	10609	61	7454	8723	8166
Overdrive total:	1648	2408	2084	2163	2194
Hoopla total:	-	319	262	264	317
Kanopy total:				62	28
NY Times total:				2	3
Online Resources	789	1395	1025	1105	1236
Museum passes	71	0	42	64	42
Patrons registered	47	2	35	71	55
Overdrive Patron	23	3	23	15	12
Mobile holds/renewals	167	231	552	569	563
Non-resident borrowing	1923	13	1438	1827	2009
Items loaned to other libraries	2386	16	2342	2150	1974
Item borrowed from other libraries	2012	1	1683	1497	1449
ComCat loaned	17	0	10	21	17
ComCat borrowed	24+6	0	30 + 5	21	31
Passports	65	0	70	101	102
Visitor Count	7844	0	4046	5227	5046

Collections	May 2019	May 2020	May 2021	Apr 2022	May 2022
Items added	629	284	516	441	456
Items discarded	303	578	242	1536	923
Items marked Missing	12	4	9	19	22

Programs	May 2019	May 2020	May 2021	Apr 2022	May 2022
Adult programs	15	4	1	14	15
Adult attendees	161	54	10	115	128
Youth events	20	3	3	17	19
Youth attendees	482	110	162	379	424

A fuller Youth Services and Adults Librarian report is attached.

Computer Use	May 2019	May 2020	May 2021	Apr 2022	May 2022
Internet	629	0	202	294	261
Juvenile	153	0	0	151	134
Total	782	0	202	432	395

Staff and other news

Town Meeting was very successful with all our budget lines fully funded and the following approved for capital spending: bathroom faucets replaced, book drops replaced, and new carpet in the children's room. Next year we will plan for windows, roof top hvac units, and security camera replacements. I attended the Select board meeting on May 25 for the DEI discussion also so the meeting could run longer than 8 pm. I am looking forward to Pembroke Public Library Summer Reading Program.

Reference Requests (Reference Desk only):

<u>Total requests:</u>	26
General information:	4
Technology:	7
Research:	4
Item requests:	3
Readers' Advisory:	3
<u>Passports:</u>	<u>5</u>
In person:	15
Phone:	2
Email:	5
Website forms:	4

In-depth Reference help included:

- Locating the source of a quote remembered from a college textbook.
- Finding class and athletic pictures in yearbooks from the 1940s.
- Accessing and filling out an online job application.

Adult Events:

Total: 15 events with 128 attendees, including:

- Monday, May 2nd: Movie Matinee, *Death on the Nile* (Attendance: 9)
- Tuesday, May 3rd: Book Club, *The Lost Apothecary* (Attendance: 12)
- Monday, May 10th: Movie Matinee, *Marry Me* (Attendance: 10)
- Saturday, May 14th: "Afternoon Tea with the Etiquette Expert of 1890" with Janet Parnes (Attendance: 15)
- Monday, May 16th: Movie Matinee, *Cyrano* (Attendance: 9)
- Monday, May 23rd: Movie Matinee, *Dog* (Attendance: 10)
- Tuesdays May 3rd, 10th, 17th, 24th, and 31st: Knitting (5 events, total attendance: 33)
- Wednesdays May 4th, 11th, 18th, and 25th: Yoga (4 events, total attendance: 30)

Projects included:

- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 102 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 and creating recommended reading lists for Adult Readers' Advisory forms.
- Creating and maintaining Adult book displays.
- Completing weeding of the Large Print, Science Fiction, Western, and Graphic Novel collections.
- Planning for the Adult Summer Reading program, which will begin on June 21st.

Youth Services Report to the Trustees: May 2022
 Submitted June 8, 2022 by Melissa McCleary

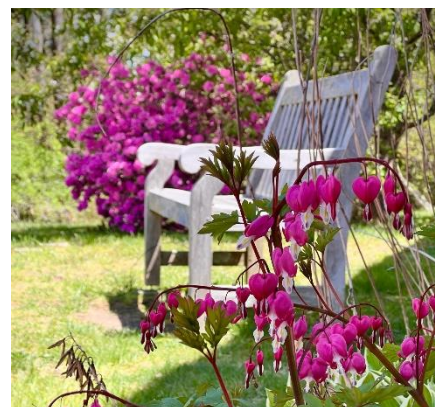
Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	9	177	151
Baby Lapsit (ages 0 – 2)	2	17	14
Raising a Reader (ages 3 – 5)	3	21	17
LEGO Club	1	14	10
Puppy Dog Tales	1	8	5
Scavenger Hunt: “Bee” Observant (nonstandard measurement)	1 (passive)	135	n/a
Teen Escape Room (ages 12 – 16)	1	4	n/a
Teen Take & Make: Sheep/Chick Foam Flowers & Wooden Wind chimes	1 (passive)	48	n/a
Preschool Visit, CNK (in-library)	2	39	10
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	14	215	182
<i>Kids Program (ages 6-11) Total</i>	3	157	15
<i>Teen Program (ages 12-18) Total</i>	2	52	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	19	424	197
Number of Volunteers	3 adults + 7 teens = volunteers		
Volunteer Hours	3 adult hrs + 23.5 teen hrs = hours		

May Program Highlights:

- The library had its first visiting preschool class(es) since the Before Times. The class and teachers were absolutely wonderful and we hope to host more pre-K visitors next school year.
- While attendance for the Teen Escape Room was small, all participants had a great time and were enthusiastic about the riddles and mysteries.
- The Teen Take-and-Make has become increasingly popular with positive reception from more and more teens.

Other:

- Interviews for summer volunteers have begun.
- Silver Lake Regional High School carpentry students took on the project of repairing and repainting all 30 of our small wooden chairs in the children’s room. The project will be finished by early June and we plan to send a lovely Thank You for their hard work.



Featured on social media this month: “Look what’s blooming at the library! “

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2022 WORKSHEET

6/14/2022

		FY22	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$96,288.00			\$83,968.33	\$12,319.67	87.21%
Assistant Director	00016101-510103	\$62,179.00			\$38,593.99	\$23,585.01	62.07%
Full Time Salaries	00016101-510110	\$262,109.00			\$259,485.63	\$2,623.37	99.00%
P-T Pages	00016101-510123	\$17,668.00			\$14,663.25	\$3,004.75	82.99%
P-T Salaries - Aides	00016101-510124	\$142,410.00			\$127,347.96	\$15,062.04	89.42%
Sunday Opening hours	00016101-510138	\$13,000.00			\$12,042.84	\$957.16	92.64%
Emergency Shelter Staffing	00016101-510139	\$1,000.00			\$0.00	\$1,000.00	0.00%
Longevity	00016101-510140	\$2,150.00			\$2,300.00	(\$150.00)	106.98%
Personnel Services		\$596,804.00			\$538,402.00	\$58,402.00	90.21%
Heating Fuel	00016102-521030	\$13,000.00			\$11,203.58	\$1,796.42	86.18%
Water	00016102-523000	\$400.00			\$237.22	\$162.78	59.31%
Office Equipment	00016102-524046	\$800.00			\$0.00	\$800.00	0.00%
Telecom	00016102-534000	\$5,000.00			\$5,413.22	(\$413.22)	108.26%
Postage	00016102-534020	\$800.00			\$514.38	\$285.62	64.30%
Purchase of Services	00016102-538000	\$28,600.00			\$38,717.46	(\$10,117.46)	135.38%
Facilities/Maint Supplies repairs	00016102-543000	\$2,500.00			\$3,017.50	(\$517.50)	120.70%
Custodial Supplies	00016102-545000	\$3,600.00			\$3,402.62	\$197.38	94.52%
Library Materials	00016102-558040	\$6,000.00			\$5,604.30	\$395.70	93.41%
Program Supplies	00016102-558050	\$2,000.00			\$2,000.00	\$0.00	100.00%
Technology Supplies	00016102-558090	\$2,000.00			\$1,999.30	\$0.70	99.97%
Travel	00016102-571100	\$800.00			\$382.09	\$417.91	47.76%
Dues	00016102-57310	\$400.00			\$300.00	\$100.00	75.00%
General Expense		\$65,900.00			\$72,791.67	(\$6,891.67)	110.46%
Books	00016102-558030	\$90,000.00			\$89,999.95	\$0.05	100.00%
Capital-painting	00030610-600134	\$1,192.18			\$550.00	\$642.18	46.13%
Capital-Building & Equipment	00030610-600138	\$15,953.76			\$0.00	\$15,953.76	0.00%
Capital-Technology Equipment	00030610-600171	\$10,000.00			\$0.00	\$10,000.00	0.00%
Library Incentive	18-610-4650-364	\$17,387.64	\$9,353.28		\$21,221.61	\$5,519.31	122.05%
Municipal Equalization	18-610-4650-362	\$11,088.31	\$5,475.89		\$8,061.83	\$8,502.37	72.71%
NRC	18-610-4650-368	\$1,696.88	\$225.40		\$0.00	\$1,922.28	0.00%
Grants total		\$30,172.83	\$15,054.57		\$29,283.44	\$15,943.96	97.05%
Allison Darling (75% INT. YA books)	All as of 6/30/21	\$11,891.06				\$11,891.06	0.00%
Library Building Fund		\$319.55				\$319.55	0.00%
Center Library Trust Fund (any use)		\$5,301.60				\$5,301.60	0.00%
Center Library Trust Fund		\$20,962.04				\$20,962.04	0.00%
Della Chiesa (books only)		\$10,689.89				\$10,689.89	0.00%
Edna Raistrick (large print only)		\$4,233.22				\$4,233.22	0.00%
Irene Smith (interest only-YA ref. and non.)		\$9,878.85				\$9,878.85	0.00%
Trusts Total		\$63,276.21				\$63,276.21	0.00%
Passport Program Revenue	018-0610-0269-0-0-0-R	\$19,992.57	\$37,345.00	\$57,337.57	\$0.00	\$57,337.57	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$3,272.29	(\$3,272.29)	
Materials expenses from PP Income					\$10,784.00	(\$10,784.00)	
Passport Expense-Payroll	018-0610-0269-0-0-0-P	\$0.00			\$0.00	\$0.00	
Passport Program Net:		\$19,992.57	\$10,430.00	\$40,110.00	\$14,056.29	\$43,281.28	35.04%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$2,502.70	\$11,923.71	\$14,426.41	\$13,903.02	\$523.39	96.37%
Fines Balance	018-0610-0261-0-0-0-E	\$494.49	\$2,888.21	\$3,145.41	\$1,755.16	\$1,390.25	55.80%

PEMBROKE PUBLIC LIBRARY
OPERATING BUDGET REPORT

APRIL 30, 2022

FUND	ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	BUDGET	YTD EXPENDED	AVAILABLE BUDGET	%
0001	00016101	510101		Department Head	96,288.00	73,240.34	23,047.66	76.06%
0001	00016101	510103		Assistant Director	62,179.00	30,255.80	31,923.20	48.66%
0001	00016101	510110		Full Time Salaries	262,109.00	223,064.28	39,044.72	85.10%
0001	00016101	510123		Pages	17,668.00	12,511.50	5,156.50	70.81%
0001	00016101	510124		Aides	142,410.00	109,575.53	32,834.47	76.94%
0001	00016101	510138		Sunday Hours	13,000.00	11,160.86	1,839.14	85.85%
0001	00016101	510139		Emergency Shelter	1,000.00	0.00	1,000.00	0.00%
0001	00016101	510140		Longevity	2,150.00	2,300.00	-150.00	106.98%
0001	00016101	510162		Vacation Buyback	0.00	0.00	0.00	-
				Wages & Salaries	\$596,804.00		\$134,695.69	0.00%
0001	00016102	521030		Heating Fuel	13,000.00	10,003.68	2,996.32	76.95%
0001	00016102	523000		Water	400.00	103.65	296.35	25.91%
0001	00016102	524046		Office Equipment	800.00	0.00	800.00	0.00%
0001	00016102	534000		Telephone	5,000.00	4,712.16	287.84	94.24%
0001	00016102	534020		Postage	800.00	437.00	363.00	54.63%
0001	00016102	538000		Purchase of Services	28,600.00	38,717.46	-10,117.46	135.38%
0001	00016102	543000		Facilities/Maint Supplies	2,500.00	3,017.50	-517.50	120.70%
0001	00016102	545000		Custodial Supplies	3,600.00	2,775.97	824.03	77.11%
0001	00016102	558030		Library Books	90,000.00	82,176.49	7,823.51	91.31%
0001	00016102	558040		Library Materials	6,000.00	5,169.39	830.61	86.16%
0001	00016102	558050		Program Supplies	2,000.00	2,000.00	0.00	100.00%
0001	00016102	558090		Technology Supplies	2,000.00	1,728.16	271.84	86.41%
0001	00016102	571100		Travel	800.00	0.00	800.00	0.00%
0001	00016102	573100		Dues	400.00	300.00	100.00	75.00%
				General Expenses	\$155,900.00	\$151,141.46	\$4,758.54	96.95%
0001	00016108	520000		Encumbrances	\$390.53	\$546.35	-\$155.82	
0003	00030610	600133		Flooring	830.00	0.00	830.00	0.00%
0003	00030610	600134		Painting	1,192.18	550.00	642.18	46.13%
0003	00030610	600138		Building & Equipment	15,953.76	0.00	15,953.76	0.00%
0003	00030610	600171		Technology Equipment	10,000.00	0.00	10,000.00	0.00%
				Articles	\$27,975.94	\$550.00	\$27,425.94	1.97%
				Library Totals	\$780,679.94	\$151,691.46	\$166,880.17	19.43%

PEMBROKE LIBRARY
REVOLVING GRANT REPORT

APRIL 30, 2022

FUND	ACCOUNT DESCRIPTION	BEGINNING				
		BALANCE	REVENUE	TRANSFERS	EXPENSE	AVAILABLE
0261	Library Fines	494.49	2,571.46	0.00	898.45	2,167.50
0263	Library Gifts	2,502.70	11,025.81	0.00	12,519.84	1,008.67
0269	Passport Program	19,992.57	34,725.00	0.00	12,442.17	42,275.40
	Revolving Funds	\$22,989.76	\$48,322.27	\$0.00	\$25,860.46	\$45,451.57
0362	MEG Grant	11,088.31	10,977.78	0.00	8,061.83	14,004.26
0364	LIG Grant	17,387.64	18,706.56	0.00	15,500.00	20,594.20
0365	FY20 Earmark Grant	0.00	0.00	0.00	0.00	0.00
0367	LSTA Grant	0.00	0.00	0.00	0.00	0.00
0368	NRC Grant	1,696.88	4,450.80	0.00	0.00	6,147.68
	Grant Funds	\$30,172.83	\$34,135.14	\$0.00	\$23,561.83	\$40,746.14
	Selectmen Totals	\$53,162.59	\$82,457.41	\$0.00	\$49,422.29	\$86,197.71