



Pembroke Public Library
Trustees Meeting Agenda March 16, 7:00 PM
Trustees' Room

Minutes of February Meetings

Old Business

Capital needs – update

FY 23 Budget

Foundation

Director's Report

Youth Services Report

Reference Librarian Report

Financial Updates

Building Maintenance

New Business

Quilt

Last Sunday

Safe Child Policy (given to the Trustees for review for next meeting)

Social Media Policy (given to the Trustees for review for next meeting)

Reconsideration Policy (given to the Trustees for review for next meeting)

Any unscheduled business following the posting of agenda.



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for March 16, 2022

ATTENDING: Mary Beth Courtright, Larissa Curley, Tracy Marino (Friends President), 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 7:08 P.M.

FRIENDS NEWS: Reorganized in the fall; Tracy Marino is President, Donna Frano is Vice President, Linda Osborne is Treasurer, Daria Grisanzio is the Clerk, and Julie Bosworth is in charge of membership. Main focus is reinvigoration of membership, which has fallen by the wayside. There is a whole new membership package that has been put together and there will be some great incentives to entice new members and a quarterly newsletter to look forward to.

Discussion on potential options for future Friends' funds, such as charging stations, landscaping equipment, and feminine product dispensers for the restrooms.

MINUTES OF PREVIOUS MEETINGS: The minutes of the January 19th meeting were read. No discussion; Trustees will vote on them in April. There was no meeting in February.

OLD BUSINESS: *Capital needs update* – Marcie spoke to Bill, who requested the quoted amount for rooftop HVAC units (\$150,000). Other items Marcie submitted cost estimates for are faucets for bathrooms, carpeting for Children's Room, and new book drops. Window replacement and cameras are on the horizon.

FY23 Budget – There will be a tiered structure for Aides and Pages, so there will be a fair difference in pay between the two positions. The budget will fund the library appropriately to meet state certification requirements.

FOUNDATION NEWS: Quote from PACTV received (\$21,000) for technology for the Community Room.

DIRECTOR'S REPORT: The Director's Report for February was read. Marcie is pleased with the circulation numbers, which were high despite holidays and snow days (and a lingering Pandemic). SAILS performed an onboarding of Marcie, to familiarize her with the network specifics. She will be set up with a mentor from another library to help guide her as she becomes familiar with the various policies. The Trustees will vote on the report in April.

YOUTH SERVICES REPORT: The Youth Services Report for February was read. The red cart, previously used for the bar code duplicator, has been repurposed to be the start of the “Maker Space”; it’s now a “Mini Makerspace”. The Teen Puzzle Race is being eagerly anticipated. The next one is a 100-piece puzzle. The Trustees will vote on the report in April.

REFERENCE LIBRARIAN’S REPORT: The Reference Librarian’s Report for February was read. There were 20 total requests in February, including 9 in-person requests. Carol inquired as to whether or not the Book Club will move from virtual to in-person meetings. They will remain virtual for now, though Stephanie will periodically revisit the question. The Trustees will vote on the report in April.

FINANCIAL REPORT: The Financial Report for February was reviewed. Purchase of services line is over by approximately \$4,000. Bill Chenard is aware of this, as it’s due to unavoidable building maintenance/repair costs. Passports remain a strong source of income for the library. The Trustees will vote to accept the report at the next meeting.

MAINTENANCE: No news to report.

NEW BUSINESS: *Quilt* – The 300th Committee quilt shadow box frame was quoted between \$8,000 and \$10,000. Jill will speak to a contact of hers to see if a frame can be built for short money.

Safe Child Policy – Discussion of details of the proposed changes made to ages at which children should be supervised by their caregiver(s). There was no opposition to the changes, but no vote was taken.

Social Media Policy – Discussion on reference to internal training documents/procedures referenced in the proposed policy. The line will be removed and Trustees will vote on the policy at the next meeting.

Reconsideration Policy – Reviewed the proposed policy. No opposition/discussion. The Trustees will vote on the policy at the next meeting.

Sunday Hours – Marcie proposed choosing specific timeframes for the library’s seasonal Sunday open hours. The Trustees are supportive of this plan.

UNSCHEDULED BUSINESS: No unscheduled business to report.

The next meeting of the Board of Trustees will be held on Wednesday, April 20, 2022 at 7:00 P.M.

The meeting was adjourned at 8:42 P.M.

Respectfully submitted,

Jillian Taylor
Secretary

Director's Monthly Report February 2022
Pembroke Public Library

| Circulation | Feb 2019 | Feb2020 | Feb 2021 | Jan 2022 | Feb 2022 |
|------------------------------------|-----------------|----------------|-----------------|-----------------|-----------------|
| Adults | 5812 | 5734 | 2397 | 4434 | 4062 |
| YA | 466 | 394 | 143 | 363 | 273 |
| Children | 4278 | 3978 | 1700 | 2931 | 3145 |
| TOTAL: | 10556 | 10106 | 4240 | 7728 | 7490 |
| Overdrive total: | 1644 | 1936 | 1980 | 2158 | 1861 |
| Hoopla total: | - | 153 | 262 | 327 | 293 |
| Kanopy total: | | | | 72 | 82 |
| NY Times total: | | | | 10 | 5 |
| Online Resource Usage | 859 | 941 | 367 | 1175 | 578 |
| Museum Pass Usage | 70 | 74 | 12 | 20 | 36 |
| Patrons registered | 88 | 79 | 25 | 71 | 40 |
| Overdrive patron registration | 22 | 30 | 14 | 24 | 22 |
| Mobile holds/renewals | 130 | 313 | 662 | 1727 | 400 |
| Non-resident borrowing | 2060 | 1974 | 888 | 24 | 1687 |
| Items loaned to other libraries | 2316 | 1882 | 2454 | 2454 | 2076 |
| Item borrowed from other libraries | 1841+3 | 2762 | 2023 | 1407 | 1401 |
| Commonwealth Catalog loaned | 26 | 30 | 17 | 17 | 3 |
| Commonwealth Catalog borrowed | 44 | 29+3 | 18+2 | 32 | 34 |
| Passport Applications | 56 | 97 | 40 | 104 | 94 |
| Visitor Count | 7964 | 8408 | 284 | 5392 | 4225 |

| Collections | Feb 2019 | Feb 2020 | Feb 2021 | Jan 2022 | Feb 2022 |
|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Items added | 820 | 521 | 349 | 589 | 315 |
| Items discarded | 715 | 1736 | 259 | 1070 | 2187 |
| Items marked Missing | 25 | 21 | 30 | 34 | 28 |

| Events | Feb 2019 | Feb 2020 | Feb 2021 | Jan 2022 | Feb 2022 |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Adult programs | 12 | 13 | 4 | 17 | 17 |
| Adult attendees | 106 | 152 | 37 | 103 | 100 |
| Youth events | 25 | 27 | 5 | 12 | 11 |
| Youth attendees | 841 | 793 | 312 | 280 | 276 |

A fuller Youth Services and Reference Librarian report is attached.

| Computer Use | Feb 2019 | Feb 2020 | Feb 2021 | Jan 2022 | Feb 2022 |
|---------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Internet | 614 | 637 | 10 | 194 | 218 |
| Juvenile | 180 | 256 | 0 | 101 | 142 |
| Total | 794 | 893 | 10 | 295 | 360 |

Director's Notes:

February was a short but busy month. I finalized the budget with Bill and added to the capital requests: faucets, book drop, carpet, and roof top units. I met with the Library Foundation to discuss the Library's need/wants. The Foundation is focusing on getting the community room technology updated. I met with SAILS to find out what the network can do for the library. We continue to have repair bills under Bill's recommendation, we over spent two lines. The staff continue to impress me on a daily basis.

Reference Requests (Reference Desk only):

| | |
|-------------------------------|-----------|
| <u>Total requests:</u> | 20 |
| General information: | 6 |
| Technology: | 6 |
| Research: | 4 |
| Item requests: | 2 |
| <u>Passports:</u> | <u>2</u> |
| In person: | 9 |
| Phone: | 3 |
| Email: | 3 |
| Website forms: | 5 |

In-depth Reference help included:

- Finding 19th-century probate records using FamilySearch.
- Creating a resume from a template on Google Docs.
- Using our online databases for research for a school project.
- Accessing articles through our databases and the BPL databases.
- How to download and use the Zoom app on a phone.

Adult Events:

Total: 17 events with 100 attendees, including:

- Tuesday, February 1st: Virtual Book Club, *The One Hundred Years of Lenni and Margot* (Attendance: 9)
- Monday, February 7th: Movie Matinee, *Blue Bayou* (Attendance: 5)
- Monday, February 14th: Movie Matinee, *The Bookshop* (Attendance: 4)
- Thursday, February 17th: Vision Board Workshop with Andrea Clifford and Christine Sullivan (Attendance: 5)
- Monday, February 28th: Movie Matinee, *The French Dispatch* (Attendance: 5)
- Tuesdays February 1st, 8th, 15th, and 22nd: Knitting (4 events, total attendance: 19)
- Wednesdays February 2nd, 9th, and 16th: Yoga (3 events, total attendance: 20)
- Wednesdays February 9th, 16th, and 23rd: “A Beginner’s Guide to Stephen Sondheim: Broadway’s Shakespeare” webinar with Roz Kubek (3 events, total attendance: 23)
- Wednesdays February 9th and 16th: Jam Night (2 events, total attendance: 10)

Projects included:

- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 94 applications in February.
- Completing our passport acceptance facility assessment over the phone with a representative from the State Department.
- 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, including Blind Date with a Book and Blind Date with a Movie.
- Completing weeding of the Nonfiction and Biography collections and starting work on the Fiction collection.
- Attending two webinars: one on the Digital Commonwealth program through SAILS, and “Leading Organizational Change in a Multicultural World” through the Massachusetts Library System (MLS).
- Attending the MLS Reference chat on the topic of collection marketing.
- Attending the Pembroke Diversity, Equity, and Inclusion Committee meeting as the library representative.

Youth Services Report to the Trustees: February 2022
 Submitted March 2, 2022 by Melissa McCleary

| Program | # of Programs | Child/Teen Attendance | Adult Attendance |
|--|---|-----------------------|------------------|
| Storytime (ages 2 – 5) | 6 | 104 | 75 |
| STEM Playgroup (ages 3-5) | 1 | 7 | 5 |
| Sing with your Baby (ages 0 – 2) | 1 | 11 | 10 |
| LEGO Club | 1 | 9 | 7 |
| Puppy Dog Tales | 1 | 6 | 5 |
| Scavenger Hunt: Pirates | 1 (passive) | 139 | n/a |
| Teen Take & Make: Origami + Magnets | 2 (passive) | 39 | n/a |
| Teen Puzzle Race (Postponed) | n/a | n/a | n/a |
| AGE GROUP TOTALS | -- | -- | -- |
| <i>Pre-K Program (ages 0-5) Total</i> | 8 | 122 | 90 |
| <i>Kids Program (ages 6-11) Total</i> | 3 | 154 | 12 |
| <i>Teen Program (ages 12-18) Total</i> | 2 | 39 | n/a |
| <i>General Audience (all ages) Total</i> | n/a | n/a | n/a |
| TOTALS | 13 | 315 | 102 |
| Number of Volunteers | 3 adults + 9 teens = 12 volunteers | | |
| Volunteer Hours | 3 adult hrs + 29 teen hrs = 32 hours | | |

February Program Highlights:

- This month's passive Scavenger Hunt included the added incentive of a weekly drawing; the drawing was inspired by mini, plastic treasure chests the library had in storage and needed new homes.
- Teen Puzzle Race was postponed until March in the hopes of getting more registrants.

Other:

- Finalized drafts for three library policies, two of which are update to documents already in place (Safe Child Policy and Request for Reconsideration Policy) and one that is new to the library (Social Media Policy).
- Began preparations for Summer Reading 2022; our theme this year is "Read Beyond the Beaten Path" from iREAD.
- The library's red cart (previously used for the barcode duplicator) was repurposed as a "Mini Makerspace" in the YA Lounge and includes games, LEGOs, homework supplies (pencils, highlighters, paper, etc), coloring tools, stencils, and the monthly Take-and-Make.
- Two additional "self-help" worksheets (mindfulness and worry logic) were added to the YA Lounge due to the popularity of the Anxiety worksheet already available.



New "Mini Makerspace" in the YA Lounge.