



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". Larissa 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 April 2022
Pembroke Public Library

Circulation	Apr 2019	Apr 2020	Apr 2021	Mar 2022	Apr 2022
Adults	6079	34	3948	4677	4414
YA	584	6	2945	337	366
Children	4838	8	363	4038	3943
Total:	11501	48	7256	9052	8723
Overdrive total:	1480	2488	2000	1950	2163
Hoopla total:	-	358	263	310	264
Kanopy total:				57	62
NY Times total:				3	2
Online Resources Usage	3043	2691	1310	842	1105
Museum passes	68	0	36	49	64
Patrons registered	60	4	34	75	71
Mobile holds/renewals	152	52	491	1976	569
Non-resident borrowing	1979	0	1389	520	1827
Overdrive Registration	18	66	19	19	15
Items loaned to other libraries	2586	0	2375	2421	2150
Item borrowed from other libraries	1899	0	1722	1611	1497
ComCat loaned	7	0	17	23	21
ComCat borrowed	30+2	0	24+ 4	31	21
Visitor Count	6236	0	2600	5541	5227
Passports	69	0	65	161	101

Collections	Apr 2019	Apr 2020	Apr 2021	Mar 2022	Apr 2022
Items added	666	257	380	603	441
Items discarded	1519	0	1750	1059	1536
Items marked Missing	23	0	24	25	19

Events	Apr 2019	Apr 2020	Apr 2021	Mar 2022	Apr 2022
Adult programs	15	2	1	15	14
Adult attendees	201	23	12	117	115
Youth events	25	8	2	15	17
Youth attendees	930	66	140	472	379

A fuller youth services and adult report are attached.

Computer Use	Apr 2019	Apr 2020	Apr 2021	Mar 2022	Apr 2022
Internet	675	0	167	328	294
Juvenile	230	0	0	161	151
Total	905	0	167	489	432

Staff and other news:

I attended the Friends of the Library meeting and was able to secure funding for various items for the library. Including 2 additional charging stations and menstruation products for the bathrooms. Our meeting room had 37 uses which is more than 1 day. I also attended a DEI full committee and sub-committee meetings. I am very pleased with how the statistics overall are trending in the right direction. I am hopeful for a busy spring and summer.

Youth Services Report to the Trustees: April 2022
 Submitted May 5, 2022 by Melissa McCleary

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime (ages 2 – 5)	7	152	123
Sing with your Baby (ages 0 – 2)	1	13	14
LEGO Club	1	7	4
Puppy Dog Tales	1	6	4
Power of Plants (ages 8-12)	1	7	4
Llama Storytime (ages 4-8)	1	1	1
Scavenger Hunt: Who's Hatching?	1 (passive)	167	n/a
Teen Craft: Crow Jars	1	6	n/a
Teen Take & Make: Foam Eggs	1 (passive)	20	
Active Parenting Workshop	2	n/a	2
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	8	165	137
<i>Kids Program (ages 6-11) Total</i>	5	188	13
<i>Teen Program (ages 12-18) Total</i>	2	26	0
<i>General Audience (all ages) Total</i>	2	2	0
TOTALS	17	379	152
Number of Volunteers	3 adults + 9 teens = 12 volunteers		
Volunteer Hours	6 adult hrs + 33 teen hrs = 39 hours		

April Program Highlights:

--A quick but unfortunate note about this month's Teen Take & Make: While we had 48 crafts available we discovered that one person or group purposefully deconstructed and discarded a majority of the crafts during the first week of the month. To counter this, I will begin putting smaller amounts out at one time.

--The Teen Crow Jar craft was a spectacular success! Our attendance was the largest it's been in a long time and every teen showed a lot of creativity and was eager to talk about their work. At their request we'll be doing more "jar" crafts in the future.

Other:

--I attended a "Parent Management" workshop that focused on caregiver behavior during library programs.

--A community member was able to fix one of our youth computers that had stopped working recently. The volunteer used his own equipment, expertise, and four hours of his time to save the computer which we would not have been able to do otherwise.

--We're proud to say that 3 of our teen volunteers are graduating high school this year! They will no longer be volunteering as of May to focus on end-of-year prep.



Two of the Crow Jars created at this month's teen craft. The jars are intended to collect "shiny things."

Reference Requests (Reference Desk only):

<u>Total requests:</u>	33
General information:	6
Technology:	14
Research:	3
Item requests:	7
<u>Passports:</u>	<u>3</u>
In person:	21
Phone:	3
Email:	7
Website forms:	2

In-depth Reference help included:

- Using the Consumer Reports online database to research hearing aids.
- Research on important date in Pembroke's history.
- Research on the Civil War soldier's monument.
- Using OverDrive/Libby to check out books for a Kindle.
- Accessing and printing tax forms from the IRS website.
- Printing wirelessly from an iPhone.

Adult Events:

Total: 14 events with 115 attendees, including:

- Monday, April 4th: Movie Matinee, *Belfast* (Attendance: 25)
- Tuesday, April 5th: Book Club, *The Woman They Could Not Silence* (Attendance: 7)
- Thursday, April 7th: "Before Brooklyn" with Ted Reinstein (Attendance: 5)
- Monday, April 11th: Movie Matinee, *West Side Story* (Attendance: 14)
- Wednesday, April 13th: "Spring Ahead: Enjoying the Poetry of Spring (and Summer)" webinar with Roz Kubek (Attendance: 8)
- Monday, April 25th: Movie Matinee, *Nightmare Alley* (Attendance: 10)
- Tuesdays April 5th, 12th, 19th, and 26th: Knitting (4 events, total attendance: 24)
- Wednesdays April 6th, 13th, 20th, and 27th: Yoga (4 events, total attendance: 22)

Projects included:

- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 101 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.
- Completing weeding of the Fiction and Mystery collections and starting on the Large Print collection.