

Pembroke Public Library
Trustees Meeting Agenda August 12, 2021 7:15 PM SPECIAL TIME FOLLOWING
SEARCH COMMITTEE MEETING
Location: Library Meeting Room

Search Committee - discussion with Trustees
Executive Session if needed to discuss possible candidates, search committee suggestions

Minutes of July Meetings

Old Business
Reopening updates
Open Seats

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

New Business
Capital needs - Submitted to Town Manager
Special Town Meeting Warrant open, closes **Noon Fri 8/13**.

Any unscheduled business following posting of agenda.

Posted 8-10-21, 8:37AM

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for July 8, 2021

ATTENDING: Mary Beth Courtright, Larissa Curley, Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick, Jill Taylor, Deborah Wall (Library Director), and Carol Watches.

Larissa Curley, Chairperson, called the meeting to order at 6:48 P.M. The minutes of the June meeting were read. Carol made a motion to accept minutes as written, Sean seconded, and it was so voted. The minutes of the July 1, 2021 Special Meeting were read. Carol made a motion to accept the minutes as written, Jill seconded, and it was so voted.

OLD BUSINESS: Mary Beth nominated Carol Chairperson of the Board of Library Trustees, Carol seconded, and it was so voted. Sean nominated Larissa Vice-Chairperson of the Board of Library Trustees, Mary Beth seconded, and it was so voted. Larissa nominated Jill Secretary of the Board of Library Trustees, Mary Beth seconded, and it was so voted.

Curbside pickup interest has dwindled, but the library will continue to offer the service.

Debbie and staff revised the job description expectations/details for the Library Director position. Additional, minor, revisions were proposed. Larissa moved to accept the job description with proposed revisions, Jill seconded, and it was so voted. Debbie and staff revised the job description text for the new Library Director position. Additional, minor, revisions, were proposed. Carol moved to accept the job description with proposed revisions, Mary Beth seconded, and it was so voted.

Discussed and established a timeline for the Director search process and hashed out a plan for reach out to potential members of the search committee.

DIRECTOR'S REPORT: The Director's Report for June was read. Circulation numbers have started to increase; the library had a total of 8,458 this June (an improvement over last June's 1,954). The Summer Reading Program kicked off on June 28th. The Friends of The Pembroke Library hosted their outdoor book sale, which was very successful!

Larissa moved to accept the Director's Report, Jill seconded, and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for June was read. High Flying Frisbee Dogs, a fun program scheduled for July 22nd, is very highly anticipated.

Mary Beth moved to accept the Youth Services Report, as written, Larissa seconded, and it was so voted.

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for June was read. The first in-person Book Club meeting in over a year was held on June 1st, to discuss *The Island of Sea Women*. There were a total of 28 reference requests this month.

Larissa moved to accept the Reference Librarian's Report, as written, Jill seconded, and it was so voted.

FINANCIAL REPORT: The Financial Report for June was reviewed. This closes out this fiscal year. Discussed when/how to reinstate Trustee review of payroll and invoices/expenses, now that in-person meetings have resumed. The topic will be revisited at August meeting.

Jill moved to accept the Financial Report as written, Sean seconded, and it was so voted.

MAINTENANCE: The library's carpenter rebuilt a table and replaced the large picture window sill. The heating company has been asked to complete repairs. The carpet will be cleaned in the very near future.

FOUNDATION NEWS: No news to report.

FRIENDS NEWS: The Book Sale, held outdoors, went very well. Over \$2,000 was raised to benefit the library!

NEW BUSINESS: There is an open seat on the Board of Trustees.

The next meeting of the Board of Trustees will be held on Thursday, July 15, 2021 at 6:45pm. This will be a Special Meeting to establish the Director Search Committee.

Mary Beth moved to adjourn the meeting, Larissa seconded. The meeting was adjourned (by new Chairperson, Carol) at 8:30 P.M.

Respectfully submitted,

Jillian Taylor
Secretary

**Director's Monthly Report July 2021
Pembroke Public Library**

Circulation	2018	2019	2020	2021
Adults	6081	6903	2481	4815
YA	578	701	228	4632
Children	4642	5495	1084	537
TOTAL:	11301	13099	3793	10023
Downloads				
Overdrive	1474	1904	2133	2249
hoopla	-	-	246	245
Online resource Usage	963	538	600	743
Museum Passes	108	97	11	97
Patrons registered	87	103	0	74
Overdrive Registration	27	19	7	31
Non-resident borrowing	1856	2121	704	1865
Items loaned to other libraries	2093	2508	2121	2371
Item borrowed from other libraries	1846	2088+3	1861	1657
ComCat loaned	16	22	0	11
ComCat borrowed	51	29	2	36 + 4
Mobile renewals/holds	28	295	29	546
Passports	-	56	0	121
Visitor Count	-	10369	0	6449

Collections	July 2018	July 2019	July 2020	2021
Items added	440	792	355	382
Items discarded	410	261	529	297
Items marked Missing	11	14	19	27

Programs	July 2018	July 2019	July 2020	2021
Adult programs	14	15	1	2
Adult attendees	149	129	10	17
Youth events	34	29	5	21
Youth attendees	1140	919	75	555

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

Computer Use	2018	2019	2020	2021
Internet	769	606	0	227
Juvenile	229	261	0	145
Total	998	897	0	372

The meeting room was used 19 times this July, and 0 times last July. The Trustees Room was used 9 times this July and 0 last July.

Staff and other news:

The beginning of the fiscal year always feels hopeful. The budget is ok, hours are regular again and attendance and circulation are improving. The Director is working on organizing and wrapping up as many things as possible and the Trustees are searching for the next lucky person to guide the library.

Youth Services Report to the Trustees: June 2021
 Submitted July 6, 2021 by Melissa McCleary

Key:

Blue = Kids & Family, Green = Teens, * = Guest

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Outdoor Storytime (ages 2 – 5)	7	88	58
Head to Tail Story & Craft (ages 5 – 8)	1	11	7
Watercolor Art Frames (ages 12 – 18)	1	7	3
Virtual Good Morning Yoga (ages 8 – 13)	1	1	2
Virtual Zoo Visit with a Fennec Fox	1	2	2
Head to Tail Science & Craft (ages 9 – 12)	1	5	3
Dungeons & Dragons (teen session)	3	14	12
Dungeons & Dragons (kids session)	2	7	7
Flying High Frisbee Dogs (all ages)	1	60	80
Bug's Life Story & Craft (ages 5 – 8)	1	11	8
Scavenger Hunt, Animal Add-the-Room	1 (passive)	103	n/a
Preschool Visit (off-site)	1	55	9
<i>Pre-K Program (ages 0-5) Total</i>	<i>8</i>	<i>143</i>	<i>67</i>
<i>Kids Program (ages 6-11) Total</i>	<i>7</i>	<i>139</i>	<i>27</i>
<i>Teen Program (ages 12-18) Total</i>	<i>4</i>	<i>21</i>	<i>15</i>
<i>General Audience (all ages) Total</i>	<i>1</i>	<i>60</i>	<i>80</i>
TOTALS	21	364	191
Number of Volunteers	8 teens + 1 adults = 9 volunteers		
Volunteer Hours	34.5 teen hours + 2 adult hours = 36.5 hours		

July Program Highlights:

--Our Flying High Frisbee Dogs event was a hit! Plenty of families attended but there were also a few adults attending without kids in tow.

--Our DM Maddy is doing a wonderful job of keeping both Dungeons & Dragons sessions engaged with intricate and flexible storytelling!

--Virtual programs continue to be offered, but in-person events are much more popular now.



Other:

--PT Kit circulation has been increased to two weeks.

--Teen volunteers are returning with mostly new applicants coming in to assist this year.

Looking Toward August & Beyond:

--Summer Reading will end on August 20th but, as usual, we will continue to distribute beads to readers until school begins.

Reference Requests (Reference Desk only):

<u>Total requests:</u>	29
General information:	5
Technology:	10
Research:	7
Item requests:	2
Readers' Advisory:	1
<u>Passports:</u>	4
In person:	19
Phone:	6
Email:	1
Website forms:	3

In-depth Reference help included:

- Research on Moloch Mountain on High Street in Pembroke.
- Research on a Pembroke soldier buried in an American war cemetery in the Netherlands.
- Research on the Battle of Bryantville in 1909.
- Attempting to locate Philadelphia newspapers from the 1960s.
- Updating a Gmail account and recovery email.
- Printing from an iPad.
- Accessing Ancestry.com from our public computers and how to search.
- Locating academic articles using the Boston Public Library databases.

Adult Events:

Total: 2 events with 17 attendees, including:

- Tuesday, July 6th: Book Club, *The Mothers* (Attendance: 12)
- Tuesday, July 27th: "Massachusetts' Art Revealed" with Jill Sanford of Art For Your Mind (Attendance: 5)

Projects included:

- 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.
- Planning Adult events, creating flyers and publicity blurbs, updating the website and EventKeeper, and publicizing on Facebook.
- Leading the Book Club meeting and getting books for club members.
- Answering all submissions from the "ask a question" form on the website.
- Selecting books and placing holds for all submitted adult Readers' Advisory form requests.
- Helping staff the main desk.
- Ordering Historical Fiction books, CDs, and DVDs for the library collection.
- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 121 applications this month.
- Maintaining Fiction endcap displays.
- Working on the ongoing RFID tagging project and helping track progress.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2022 WORKSHEET

8/14/2021

		FY21	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$96,287.00			\$11,805.33	\$84,481.67	12.26%
Assistant Director	00016101-510103	\$62,179.00			\$7,623.57	\$54,555.43	12.26%
Full Time Salaries	00016101-510110	\$271,599.00			\$33,254.48	\$238,344.52	12.24%
P-T Pages	00016101-510123	\$15,079.00			\$2,094.75	\$12,984.25	13.89%
P-T Salaries - Aides	00016101-510124	\$135,472.00			\$17,692.92	\$117,779.08	13.06%
Overtime	00016101-510130	\$0.00			\$0.00	\$0.00	#DIV/0!
Sunday Opening hours	00016101-510138	\$13,000.00			\$7.53	\$12,992.47	0.06%
Emergency Shelter Staffing	00016101-510139	\$1,000.00			\$0.00	\$1,000.00	0.00%
Longevity	00016101-510140	\$1,850.00			\$400.00	\$1,450.00	21.62%
Personnel Services		\$596,466.00			\$72,878.58	\$523,587.42	12.22%
Heating Fuel	00016102-521030	\$13,000.00			\$620.62	\$12,379.38	4.77%
Water	00016102-523000	\$400.00			\$0.00	\$400.00	0.00%
Office Equipment	00016102-524046	\$800.00			\$0.00	\$800.00	0.00%
Telecom	00016102-534000	\$5,000.00			\$364.28	\$4,635.72	7.29%
Postage	00016102-534020	\$800.00			\$67.73	\$732.27	8.47%
Purchase of Services	00016102-538000	\$28,600.00			\$11,105.00	\$17,495.00	38.83%
Facilities/Maint Supplies repairs	00016102-543000	\$2,500.00			\$0.00	\$2,500.00	0.00%
Custodial Supplies	00016102-545000	\$3,600.00			\$447.54	\$3,152.46	12.43%
Library Materials	00016102-558040	\$6,000.00			\$849.31	\$5,150.69	14.16%
Program Supplies	00016102-558050	\$2,000.00			\$367.00	\$1,633.00	18.35%
Technology Supplies	00016102-558090	\$2,000.00			\$1,228.16	\$771.84	61.41%
Travel	00016102-571100	\$800.00			\$0.00	\$800.00	0.00%
Dues	00016102-57310	\$400.00			\$0.00	\$400.00	0.00%
General Expense		\$65,900.00			\$15,049.64	\$50,850.36	22.84%
Books	00016102-558030	\$90,000.00			\$12,383.49	\$77,616.51	13.76%
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%
Library Incentive	18-610-4650-364	\$17,387.64			\$10,000.00	\$7,387.64	57.51%
Municipal Equalization	18-610-4650-362	\$11,088.31			\$6,567.84	\$4,520.47	59.23%
NRC	18-610-4650-368	\$1,696.88			\$0.00	\$1,696.88	0.00%
Grants total		\$30,172.83			\$16,567.84	\$13,604.99	54.91%
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	\$5,285.00	\$25,277.57	\$0.00	\$25,277.57	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$409.40	(\$409.40)	
Materials expenses from PP Income					\$0.00	\$0.00	
Passport Expense-Payroll	018-0610-0269-0-0-0-P	\$0.00				\$0.00	
Passport Program Net:		\$19,992.57	\$5,285.00	\$25,277.57	\$409.40	\$24,868.17	1.62%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$2,502.70	\$575.15	\$3,077.85	\$209.35	\$2,868.50	6.80%
Fines Balance	018-0610-0261-0-0-0-E	\$494.49	\$312.55	\$807.04	\$0.00	\$807.04	0.00%

Library Capital Needs, rated:

A NEEDS:

Sidewalk (pending, funding acquired)

Parking lot - may need only some major repair where drain is causing pavement breakage, some patching, and complete top sealant. May be hazard in broken area.

Side Gutters (*pulling away* from supports over staff entrance, possible hazard) and scuppers

Exterior Doors - meeting room, rusted, gaping

Foundation repair

Children's Public Bathroom

Staff Kitchen (backsplash decaying, etc.)

B NEEDS:

Carpet replacement in children's' room and main area, final sections needed - \$110,000 at last quote

Interior painting (teen and children's rooms)

Outside Book returns-\$11,000

Lighting panel/timer-too complicated, outdated, lights don't always shut off

Public Adult bathrooms-23 years old

C NEEDS

Exterior Windows – five sealed closed due to termite damage

Replace Phone System - \$21,000

Roof

HVAC

Boiler

Exterior Painting, next is front, then sides and back.