



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for January 17, 2024

ATTENDING: Kathy Benvie (Director), Sean Fitzpatrick (Chair) Larissa Curley, Stephanie Ciotti, Carol Watches, Mary Beth Courtright, Linda MacDonald, and Stephanie McBain.

Sean Fitzpatrick , chair, called the meeting to order at 7:04 P.M.

Please note this meeting is being made available to the public through an audio recording which will be used to ensure an accurate record of proceedings produced in the minutes of the meeting. All comments made in open session will be recorded.

FRIENDS NEWS: Kathy attended the Friends meeting this month they are organizing, and getting a news letter published as well. Kathy requested for support by the Friends group to insert an ad in the Pembroke Middle School yearbook and Friends willingly agreed to that. This is a great age group to promote summer reading.

FOUNDATION NEWS: Bob DeMarzo and Steve Curley appeared before the select board at a meeting to present a gift to the Pembroke Public Library which they will be funding. Noise cancelling headphones and also a set up for an adaptable computer. Kathy shopped for components for people with challenges so they can use the computers.

MINUTES FROM THE PREVIOUS MEETING: December 20, 2023. Stephanie questioned a spelling on a name and Kathy will make sure that it is the correct spelling. Mary Beth also had some points of views. Under old business, dollar signs should be put before an amount. Under New Business: The Trustees will be used instead of Trustee. Updated meeting room policy only single person use for the Trustee room. Kathy explained how the single person use is implemented. Mary Beth was not at the previous meeting so she clarified some of the wording so the public reading the minutes can understand. Under Trustee contact information email one word. Puppy Dog Tails corrected. Melissa's name should be put in instead of MM. Larissa made a motion to accept the amended changes for the minutes from the December 20, 2023 meeting, and Stephanie C. seconded and so it was voted.

DECEMBER 2023 YOUTH SERVICES REPORT: Marketing 101 sounded very interesting Stephanie C. mentioned. Stephanie C. made a motion to accept the December 2023 Youth Services Report, Mary Beth seconded the motion and so it was voted.

NOVEMBER ADULTS/REFERENCE REPORT 2023: We brought this back to update statistics in this report. Stephanie C. made a motion to accept the amended November Adults Reference Report 2023, Linda M. seconded, and so it was voted.

DECEMBER ADULTS/REFERENCE REPORT: Great having Peter so we are fully staffed. Mary Beth motioned to accept the December Adults/Reference Report, Stephanie C. seconded the motion, and so it was voted.

NOVEMBER DIRECTOR'S REPORT 2023: Kathy says we corrected the adult stats on this report. Mary Beth questioned what is a roll off? Kathy explained it is a dumpster that is dropped off and rolled off from the back of the truck. Stephanie C. made a motion to accept the amended November Director's report, Mary Beth seconded, and so it was voted.

DECEMBER DIRECTOR'S REPORT 2023: Working for a solution on the SAILS App. Kathy says they are working on the software and it will get done as soon as possible. Stephanie C. made a motion to accept the December Director's Report 2023, Larissa seconded, and so it was voted.

FINANCIALS: Kathy says that the purchase of services and building repairs is almost at 100%. Everything else is really where it should be at this time. Stephanie C. made a motion to accept the Financials, Linda seconded and so it was voted.

OLD BUSINESS: Building Updates: Heating system having issues with roof top unit. Technician discovered we have 4 heating units that need to be worked on. Meeting room temperature went down to 58 degrees. Kathy said we lost part of the water heating system as well and that was repaired. We had air in the system when the air was purged through the system the faucets ran to get the air out and we found a leaking sink. We are being challenged with snow removal. There are some icy patches and Kathy brought it to the Town Manager's attention. Kathy would like the Trustees support closing the Pembroke Public Library if there are conditions that are unsafe to the public. The DPW is down in staff they are doing their job but it is challenging for them at this time. Kathy will keep us updated.

2023 YEAR IN REVIEW: Sheet was passed out. Melissa did a lovely infographic. One page with our library statistics. Very nicely done. Many people coming through the door. A great year.

REVISED LIBRARY USE POLICY: A situation where an automatic email to a patron issued about an item that was going to be due. The patron became defensive and responded with profanity. So changing section number four in the Library Policy. Kathy took the wording for harassment and added abusive language, behavior, over the phone, via email or social media. The patron will be barred. Barring keeps their card from being used. For barring to be removed the will need to speak with the Library Director. Mary Beth pointed out some wording that was corrected.

TRUSTEES CONFLICT OF INTEREST TRAININGS: Paper passed out by Kathy and those who need training are highlighted. Instruction are given on how to proceed with the training.

TRUSTEES CONTACT INFORMATION SHEET: Kathy said this is a great document to have and corrected some typographical errors.

FY 25 BUDGET: All departments will need to come up with a 5% cut on the fiscal 25 budget. Kathy has been working on final piece that is due. Roof has to be done. Roof top units need to be repaired. Included in capital requests are exterior doors and main entry doors. The doors are still operational , but very heavy and can not be adjusted anymore and are not energy efficient. These are the original doors. Heating overlay system Kathy stated it takes 11 steps to get into the heating/ cooling system. The 5% cut would include the library being closed on Sundays. For Saturday a proposal will be made to open from 9-2. Cuts would also involve 1/3 of our programming budget. Aides staffing may need to be cut as well. There are ways to cut the library budget, Kathy is working on these cuts. Talked about waivers and state aid. We would be behind if we do not get a waiver as we would cut \$40,000 from our budget and would loose \$44,000 in state aid. Sean stated that it is really an \$85,000 cut when you add up the numbers. The state has budget concerns. We have many reasons why the library budget should not be cut.

UPCOMING EVENTS: In addition to our regular offerings of: Baby Lapsit, Storytimes, Puppy dog tales, Yoga, Movies, Genealogy , Book club, Mystery Book Club, Anime club & Lego Club, upcoming we have:

1/24 at 3:30 P.M. January Poet Laureate Webinar Series: Ada Limon

STEM Playgroup (ages 3-5) STEM Playgroup sessions feature Science, Technology, Engineering, & Math-based play for preschoolers ages 3-5. The Playgroup will meet Mondays on the following dates: January 8, January 22, January 29, February 5, and February 12.

TRUSTEE SUPPORT 2/15 at 6:30 P.M. Date changed to 2/7 Wednesday at 6:30 P.M. No-Good Dirty Rats, Femme Fatales, and Tough Guys: The Gangster Picture and Film Noir Come join Frank Mendosa as he gives a fascinating retrospective talk on the history and context of the gangster picture and film noir. His talk includes interactive trivia questions, photo displays, and free handouts for the attendees, as well as free raffle for a chance to win movie-themed door prizes.

2/20 at 1:30 Magic Nuudles (STEM for ages 5-10)

2/21 at 3:30 Focus on Lyrics Webinar 1: From Folk Revival to Joni

2/28 at 3:30 Focus on Lyrics Webinar 2: From Folk Revival to Joni

DIRECTOR SEARCH: A starting salary has been determined for the hiring of the Library Director depending on qualifications and experience. The amount is \$80,729. Kathy is pleased to have a number so that we can start the process of posting and job position. A draft job posting and job description written up by Kathy and one by Stephanie C. for the library directors search was reviewed by the Trustees. The Trustees decided to appoint two Trustees to spearhead the description of the posting for library director. Stephanie C. and Mary Beth C. will finalize the wording of the job description that will be posted. Next meeting final edits can be made. Good news we received our first half of state aid in the amount of \$22,090.69.

UNSCHEDULED BUSINESS: Sean Fitzpatrick is resigning from his Chair position as of February 1, 2024. This will leave a one year seat opening in May for a Library Trustees position. Carol Watches will not be pulling papers for Library Trustee . Her 3 year seat will end in May.

Next Trustees meeting is February 21, 2024 at 7:00 P.M.

Mary Beth made a motion to adjourn the meeting, Larissa seconded, the meeting was adjourned at 8:38 P.M.

Respectfully submitted,
Linda MacDonald
Secretary