



Pembroke Public Library
Trustees Meeting Agenda
January 17, 2024 at 7:00 PM

Trustees' Room

This meeting may also be attended virtually (via Zoom platform).

<https://us06web.zoom.us/j/87183393188>

Meeting ID: 871 8339 3188

Friends news

Foundation news

MINUTES OF PREVIOUS MEETING:

December 20, 2023

REPORTS:

December Youth Services Report
November Adults/Reference Report
December Adults/Reference Report
November Director's Report
December Director's Report
Financials

OLD BUSINESS:

Building updates
Director search

NEW BUSINESS:

2023 Year in Review
Revised Library Use Policy
Trustees Conflict of Interest trainings
Trustees contact information sheet
FY 25 Budget
Upcoming events

Any unscheduled business following the posting of the agenda



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes for December 20, 2023

ATTENDING: Kathy Benvie (Director) , Sean Fitzpatrick (Chair), Larissa Curley, Stephanie Ciciotti, Linda MacDonald and Stephanie McBain.

Sean Fitzpatrick, chair, called the meeting to order at 7:01 P.M.

Please note this meeting is being made available to the public through and 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: Friends of the Pembroke Public Library voted in a new board at their meeting. Pam DeMoucell, President. Deborah Wall, Vice President. Linda McCollum, Treasurer. Daria Grisanzio, Secretary. Genie King and Donna Frano, heading the membership.

FOUNDATION NEWS: The foundation has raised another 10,000 and were awarded a couple thousand dollars from another group. Kathy says we are in a good spot with their support. Good news all around.

MINUTES FROM THE PREVIOUS MEETING: November 8, 2023. Stephanie C. made a motion to accept the minutes from the previous meeting, Larissa seconded, and so it was voted.

NOVEMBER YOUTH SERVICES REPORT: Stephanie C. made a motion to accept the minutes from the November Youth Services Report. Linda M. seconded the motion and so it was voted.

NOVEMBER ADULTS/REFERENCE REPORT: Everyone enjoyed genealogy night. Kathy said that there was one event that was missed so we will bring this back next month. That will effect Kathy's report so the changes will be made. Larissa made a motion to table the November Adults/ Reference Report and Stephanie C. seconded and so it was voted.

NOVEMBER DIRECTOR'S REPORT: Kathy mentioned a written report was submitted to the town manager on the COA building. We are waiting to hear the next steps on this. Kathy stated that this space is a need we will see what will be supported going forward. A letter was also submitted. We have a video of Pembroke Cooks. We now have a food dehydrator. Stephanie

C. made a motion to table the November Director's Report and Larissa seconded, and so it was voted

FINANCIALS: Roof top unit still acting up. Don't know where funding for repairs will come from but will need to be done. A patch on the roof was done. Kathy said we lost shingles. Stephanie C. made a motion to accept the Financials Report , Larissa seconded and so it was voted.

OLD BUSINESS: Building Updates: Parking lot repaired. Monitoring roof top unit and we let the town manager know about the issue.

DIRECTOR SEARCH: Posting of job description. Sean stated we are missing two trustees at this meeting , Stephanie C. suggested we table the search until next meeting. We will discuss more in depth next meeting.

SUNDAY ATTENDANCE: Cost \$406.00 to stay open on Sunday. Staffing Sunday is a struggle. This does not need to be determined at this time but we will monitor Sundays. Budget talks have not been done, we may be facing some cuts. No vote on Sundays for now.

2024 MEETING SCHEDULE: Juneteenth falls on June 19, 2024, federal holiday we can reschedule our meeting. The other day is July 17th, 2024 but we do not usually meet in July so this month may not be an issue. All the other dates look fine.

NEW BUSINESS: Reviewing minutes prior to meeting. This was brought up by the trustees. Since the Trustee Meeting Agenda is issued 48 hours prior it would be more time efficient if the minutes were read by all trustees before the meeting. Everyone agreed and was in favor to read the Trustee Meeting minutes before each meeting.

STATE CERTIFICATION AND AID AWARDS: We received our certification which is great news. Aid award will come in 6 months \$22,000 and also will be getting the same in the spring. This is up from \$4,000 last year.

UPDATED MEETING ROOM POLICY/TRUSTEES ROOM DROP-IN-USE: No reserving the room. No tutoring. Only single person use. Staff has a separate system, a ledger with rules that need to be followed. No food or drink in the Trustees room. Privileges would be removed if directions are not followed. We see a need for the Trustees room but will need to be safeguarded. We would need to make a vote on a meeting room policy. Stephanie C. made a motion to amend the Meeting Room Policy , Linda M. seconded, and so it was voted.

ACTION PLAN FY25: Kathy filed with MBLC. New format which is better than the old format. This is something the next Director will need to hit the ground running on. Important piece of planning. Strategic plan will take into account anything that has not been addressed. The new format is useful and clean to read.

MARKETING PLAN: Lots of time and team effort, very well thought out and supported. Seeing what works and does not work.

TRUSTEES CONTACT INFORMATION SHEET: Gathering cell phone and email contact information. This is a document stating that there is permission from us to share our information. A sheet was signed by all as to the clarity if this information can be shared. Good for the new director to have all our information.

UPCOMING EVENTS: STEM playgroup Mondays- 5 weeks will meet and Melissa will conduct a Storytime at the same time for the 2 year olds and 3-5's that could not get in due to registration being full.

Other Storytimes and Lapsits, Yoga, Genealogy, Lego club.. Chess clubs, 2 Book clubs, Anime club, Puppy dog tales and Movie Mondays.

Next Trustees meeting is January 17th, 2024 at 7:00 P.M.

Stephanie C. made a motion to adjourn the meeting. Larissa seconded, the meeting was adjourned at 7:52 P.M.

Respectfully submitted,
Linda MacDonald
Secretary

Youth Services Report to the Trustees: December 2023

Submitted January 8, 2024 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 - 5)	5	106	80
STEM Playtime (ages 2 - 5)	1	34	22
Baby Lapsit (ages 0 - 2)	3	38	38
LEGO Club	1	15	9
Puppy Dog Tales	1	7	3
Chess Club	1	1	1
Gingerbread STEM Storytime (ages 4-8)	1	25	16
Scavenger Hunt: Snowman Buttons	1 (passive)	267	n/a
Hobomock 1 st Grade Storytime (off-site)	3	60	3
Teen Anime Club (ages 11 - 15)	1	5	n/a
Take & Make: Gingerbread Tic-Tac-Toe (ages 12 - 18)	1 (passive)	60	n/a
Pembroke Tree Lighting	1	70	58
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	9	178	140
<i>Kids Program (ages 6-11) Total</i>	8	375	32
<i>Teen Program (ages 12-18) Total</i>	2	65	n/a
<i>General Audience (all ages) Total</i>	1	70	58
TOTALS	20	688	230
Number of Volunteers	3 adult volunteers		
Volunteer Hours	3 volunteer hours		

December Program Highlights:

--The Library participated in the annual Pembroke Tree Lighting. Peter and Miss Kiki (a Library Aide) ran the table with Library information and the Grinch's Guess & Giveaway (attendance totals above were calculated from entries in the game). I performed two storytimes and had an ongoing sticker craft that drew in participants from pre-K to high school students.

--An impromptu STEM Playtime was organized in lieu of Storytime due to a bout of laryngitis. The STEM Exploration carts (bought with donations from the Foundation) were, once again, very popular.

Featured Upcoming Events:

Magic Nuudle Build on Tuesday, February 20 at 4PM (during the week of February break): Ages 5 - 10 are invited to build, create, and craft with colorful Magic Nuudles. Nuudles are easy to use and only need water and imagination to work!

Other:

--We've had one more addition to our Puppy Dog Tales volunteers: Sasha is a newly-certified therapy dog who will be visiting with her trainer Officer Mary Simmons of the Pembroke Police Department. Sasha also visits the Pembroke elementary schools so she's already a local celebrity.

--Attended Library Marketing 101 webinar, which focused on tailoring outreach to your community via patron-based data and research.

November 2023 Reference/Adult Services Report

Peter Santore
12/01/2023

Reference Requests (Reference Desk only):

<u>Total requests:</u>	<u>57</u>
General information:	10
Technology:	39
Research:	05
<u>Item requests:</u>	<u>02</u>
In person:	45
Phone:	11
Email:	01

In-depth Reference help included:

- Assisted several patrons with connecting their various Libby apps to their kindle, as well as diagnosed and corrected connection issues when they arrived
- Assisted patron in operating Microsoft Word in order to create birthday invitations

Adult Events:

Total: 16 events with 120 attendees, including:

- Monday, November 6th: Movie Matinee, *Elemental* (Attendance: 1)
- Tuesday, November 7th: Book Club, *The Couple at Number 9* (Attendance: 18)
- Monday, November 13th: Movie Matinee, *Asteroid City* (Attendance: 3)
- Thursday, November 16th: Mystery Book Club, *The Book of Cold Cases* (Attendance: 3)
- Monday, November 20th: Movie Matinee, *Across the Spiderverse* (Attendance: 1)
- Monday, November 27th: Movie Matinee, *Mission Impossible: Dead Reckoning: Part 1* (Attendance: 4)
- Monday, November 28th: Genealogy Night, *Guest Speaker Michael Brophy* (Attendance: 16)
- Tuesdays, November 7th, 14th, 21st, 28th. Knitting (4 events, total attendance: 27)
- Wednesdays, November 1st, 8th, 15th, 22nd, and 29th. Yoga (5 events, total attendance: 47)

Volunteers:

- 10 Youth Volunteers, 28 total youth volunteer hours
- 1 Senior Tax Work Off Volunteer, 18 total volunteer hours

Projects included:

- Planning Adult events; creating flyers, calendars, and publicity blurbs; updating the website and EventKeeper, and coordinating shared advertising with relevant town organizations.
- Gauging interest in, performing research into, and planning the execution of potential new Adult programs.
- Executing new adult programs like the Mystery Genre Book Club
- Compiling and publishing the monthly Pembroke Public Library newsletter, and checking the daily LibraryAware-generated genre newsletters to make sure all books listed are available in the SAILS network.
- Coordinating and overseeing transfer of our Large Print genre collection to Large Print fiction collection.
- Research on new additions to the library of things, including an artist's mannequin and knife sharpener.
- Research on options into a physical suggestion box for the library.
- Planning and creating new methods of advertising the Pembroke Public Library's digital research resources.
- Continued preparations for the Tree Lighting.

Peter's Month

This month I believe I continued to make improvements following the performance review, and while there is still more improving to be done I believe I'm getting to the scope of it. We have finished consolidating the regular print genre fiction into the general fiction section and have moved onto merging the large print genre fiction, which has been proceeding apace. The initial Mystery book club meeting had a lower turn out but the participants said they really enjoyed it and word of mouth seems to improved our advertising considerably, and it's looking like there will be a much larger turn out at the upcoming meeting. The writing workshop and the Genealogy speaker both had excellent turn outs, and I have begun looking into other speakers that we could have attend. There has been a spike in volunteer applications due to the NHS volunteer project beginning, but I believe I am handling the volunteer load well so far.

December 2023 Reference/Adult Services Report

Peter Santore
01/08/2024

Reference Requests (Reference Desk only):

<u>Total requests:</u>	60
General information:	19
<u>Technology:</u>	<u>41</u>
In person:	46
Phone:	13
Website:	01

In-depth Reference help included:

- Assisted patron in locating an online form, filling out and submitting that form, then locating the documents that had been sent to the patron's email.
- Assisted several patrons in resolving issues with Microsoft Word, including operation and graphic design.
- Assisted patron in learning how to access partner library content through Libby.

Adult Events:

Total: 14 events with 100 attendees, including:

- Monday, December 4th: Movie Matinee, *It's a Wonderful Life* (Attendance: 6)
- Tuesday, December 5th: Book Club, *Tomorrow and Tomorrow and Tomorrow* (Attendance: 12)
- Thursday, December 7th: *Pop-Up Art School: Felted Poinsettia* (Attendance: 12)
- Monday, December 11th: Movie Matinee, *The Family Stone* (Attendance: 6)
- Wednesday, December 13th: *Winter Poetry Webinar* (Attendance: 7)
- Thursday, December 21st: Mystery Book Club, *I Have Some Questions for You* (Attendance: 1)
- Tuesdays, December 5th, 12th, 19th, 26th. Knitting (4 events, total attendance: 28)
- Wednesdays, December 6th, 13th, 20th, 27th. Yoga (4 events, total attendance: 28)

Volunteers:

- 12 Youth Volunteers, 37 total youth volunteer hours

Projects included:

- Planning Adult events; creating flyers, calendars, and publicity blurbs; updating the website and EventKeeper, and coordinating shared advertising with relevant town organizations
- Gauging interest in, preparing for, and executing new Adult programs
- Compiling and publishing the monthly Pembroke Public Library newsletter, and checking the daily LibraryAware-generated genre newsletters to make sure all books listed are available in the SAILS network
- Coordinating and overseeing the consolidation of the merged fiction sections
- Research on new additions to the library of things
- Planning and creating new methods of advertising the Pembroke Public Library's digital research resources
- Community outreach at the Pembroke Tree Lighting Ceremony

Peter's Month

We finished the consolidation and re-shelving of the large print fiction and have moved onto the final adjustments to make everything look nice on the shelves. Mystery book club had a low turn-out, especially given that we had had checked out all but one copy of the book to potential members. I believe the issue may have come from the event occurring the Thursday before Christmas, so members may have had other preparations they needed to attend to. Pop-Up Art School had a great turn-out and the participants were very enthusiastic and vocal about wanting to do another event in this vein in the future, so I have been giving some extra priority to that. The influx of volunteers has settled down and the volunteers themselves are settling into their duties well.

Director's Monthly Report November 2023
Pembroke Public Library

Circulation	Nov 2020	Nov 2021	Nov 2022	Oct 2023	Nov 2023
Adults	4262	4215	3839	4079	3614
YA	266	271	282	326	294
Children	3106	3689	3309	4012	3708
Total:	7634	8175	7430	8417	7616
Overdrive total / (OA total):	1713	1859	1841	2672 / (766)	2641 / (793)
Hoopla total:	237	250	336	400	407
Kanopy total:			82	84	118
NY Times total:			22	8	6
Online Resource Usage	660	731	448*	1060	879
Museum Passes + Hotspot loans	24	34	55	28 + 9	41 + 9
Overdrive patrons registration	22	13	19	27	15
Patrons registered new cards (IP)	20	70	49	92	45
Patrons registered new ecards				7	7
Mobile holds/renewals	569	423	449	505	482
Non-resident borrowing	1571	1855	1955	1732	1552
Items loaned to other libraries	2293	2143	2160	1823	1982
Item borrowed from other libraries	1858	1404	1258	1433	1269
ComCat loaned	15	14	13	13	11
ComCat borrowed	19+1	43	23	35 + 4	23 + 2
Passports	16	76	98	109	102
Visitor Count	1097	6635	6627	6999	6307

*correction to previous reporting

Collections	Nov 2020	Nov 2021	Nov 2022	Oct 2023	Nov 2023
Items added	549	355	688	407	467
Items discarded	386	950	666	755	277
Items marked Missing	16	56	18	13	16

Events	Nov 2020	Nov 2021	Nov 2022	Oct 2023	Nov 2023
Adult programs	3	19	17	16	18
Adult attendees	30	134	127	145	134
Youth events	5	6	20	28	23
Youth attendees	122	530	538	1175	944

Fuller Adult Services and Youth Services reports are attached.

Computer Use	Nov 2020	Nov 2021	Nov 2022	Oct 2023	Nov 2023
Internet	133	276	244	260	275
Juvenile	0	148	177	213	211
Total	133	424	421	473	486

In November the meeting room was used 44 times, and the Trustees Room was used 10 times.

Staff and other news:

Hosted a brainstorming session with the Foundation, attended by myself, Melissa and Stephanie. Prepared a proposal regarding the former Library building. Hired a new Page. Have an NSWA display on "Let Our Rivers Flow" book series. Town nurses conducted a flu shot clinic here for staff. MGC completed a story garden cleanout, DPW dropped off a roll off, they are getting ready for Spring. Attended the Select Board and Department Head roundtable. The Library was closed 3.5 days between the Veterans Day holiday and Thanksgiving.

Competed the NFPA-25 five-year inspection and addressed delinquencies noted in signage from previous annual inspection. Spoke with Farmers market representative regarding upcoming season and how the Library might be involved. Coordinated parking lot repair.

Director's Monthly Report December 2023
Pembroke Public Library

Circulation	Dec 2020	Dec 2021	Dec 2022	Nov 2023	Dec 2023
Adults	3775	3951	3739	3614	3493
YA	246	388	226	294	243
Children	2270	2952	2825	3708	3317
Total:	6291	7291	6790	7616	7053
Overdrive total / (OA total):	1911	1999	1837	2641 / (793)	2482 / (766)
Hoopla total:	225	282	297	407	347
Kanopy total:	-	37	92	118	64
NY Times total:			21	6	19
Online resources Usage	583	845	735*	879	836
Museum passes + Hotspot loans	3	24	41	41 + 9	40 + 14
Overdrive patron registration	18	17	22	15	21
Patrons registered new cards (IP)	10	43	42	45	59
Patron registered new ecards				7	15
Mobile holds/renewals	523	320	285	482	**
Non-resident borrowing	1375	1642	1417	1552	1474
Items loaned to other libraries	2340	1986	2014	1982	1650
Items borrowed from other libraries	1780	1261	1175	1269	1172
ComCat loaned	15	12	4	11	22
ComCat borrowed	16	17+2	23+6	23 + 2	30 + 2
Passports	20	103	117	102	129
Visitor count	1321	5205	5883	6307	6119

*correction to previous reporting

** no stats as app is not operational

Collections	Dec 2020	Dec 2021	Dec 2022	Nov 2023	Dec 2023
Items added	526	840	487	467	656
Items discarded	998	1237	445	277	403
Items marked Missing	11	89	6	16	10

Events	Dec 2020	Dec 2021	Dec 2022	Nov 2023	Dec 2023
Adult programs	1	18	12	18	14
Adult attendees	10	112	88	134	100
Youth events	2	10	14	23	20
Youth attendees	131	294	433	944	918

The youth services and adult reference reports contain more details.

Computer Use	Nov 2020	Dec 2021	Dec 2022	Nov 2023	Dec 2023
Internet	66	249	262	275	252
Juvenile	0	113	180	211	197
Total	0	362	442	486	449

The Meeting Room was used 28 times in December. The Trustees Room was used 10 times in December.

Staff and other news:

The library sponsored the Pajama drive again this year for the Pembroke Community Christmas. The Friends produced a lovely 2023 Ornament for sale. The Library was well represented at the Tree Lighting, Melissa conducted two Storytimes and an ongoing craft activity, Peter and Karen manned the information table with the "Grinch's guess & giveaway". The SAILS network app is currently not operational and the network is working very hard to resolve this issue. On December 18th we experienced a roof leak impacted a light fixture and we had to close at 1:00 out of safety concerns. The leak and related electrical issues have been resolved.