



Pembroke Public Library
Trustees Meeting Agenda

April 17, 2024 at 7:00 PM
Trustees' Room

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

<https://us06web.zoom.us/j/86036442295>

Meeting ID: 860 3644 2295

Friends news

Foundation news

MINUTES OF PREVIOUS MEETING:

March 20, 2024

REPORTS:

March Youth Services Report
March Adults/Reference Report
March Director's Report
Financials

OLD BUSINESS:

Building updates
FY 25 Budget
Director search

NEW BUSINESS:

Upcoming meetings date planning
Upcoming events

Any unscheduled business following the posting of the agenda



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes for March 20, 2024

ATTENDING: Kathy Benvie, (Director) , Larissa Curley, Carol Watches, Stephanie Ciciotti (via zoom), Linda MacDonald, Stephanie McBain, Danielle Morrisett, and Erin Columbare.

Larissa Curley called the meeting to order at 7:05 P.M.

Please note that 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. Board member Stephanie Ciciotti is participating via remote participation in accordance with the requirement of 940 CMR 29.10 via Zoom platform. All votes during this meeting will be made vial roll call.

FRIENDS NEWS: Kathy went to friends meeting and they are excited for the book and bake sale which will take place on April 20, 2024 from 10-2pm. They generously agreed to supplement a baby sitting course which we will be offering. They will pay half of the tuition and the students will pay the other half. They will fund new chairs for the children’s room. These chairs are 25 years old so these will be replaced. Melissa will pick out chairs for the children’s room.

FOUNDATION UPDATE: Kathy states that the foundation was brought in another generous donation. More donations are coming in and the foundation is a great group.

MINUTES OF THE PREVIOUS MEETING: Spelling of Liberian changed to Librarian and under major challenges facing change challengers to challenges. Overhang is one word. Changes will be made. Stephanie C. made a motion to change the words on the minutes and Carol W. seconded, and so it was voted with a roll call of yes from all.

FEBRUARY YOUTH SERVICES REPORT: Linda M. made a motion to accept the minutes for the February Youth Services Report and Carol W. seconded the motion. Roll call yes from all.

FEBRUARY ADULTS/REFERENCE REPORT: Stephanie C. made a motion to accept the February Adults/Reference Report, Carol seconded the motion and so it was voted with a yes roll call.

FEBRUARY DIRECTORS REPORT: The Foraging introduction was a huge success. Clothing drive project 351 will be at the Library on March 23, 2024- April 3, 2024. We are excited to try this. Linda M. made a motion to accept the February Director's Report, and Carol seconded the motion and a roll call was done with a yes from all.

FINANCIALS: Looks good. On target from last month. Stephanie C. made a motion to accept the financials, Linda M. seconded the motion with a yes roll call from all.

OLD BUSINESS: Building Updates: Kathy says the children's bathroom toilet needed repair, it started leaking. Also notification that we have a weatherization project that the town manager has informed us of. The Town received an energy grant awarded. Kathy will get more information and keep us updated.

FISCAL 25 BUDGET: Town manager stated the cut is less than 5% and we will not be decertified. Kathy met with Bill talked about the budget. Book budget will need to be increased next year. Kathy asked about opening on Sundays. Kathy gave us a packet that looks at other libraries and what surrounding towns are open on Sunday. Our computer use has leveled off. The demand for computers is not as high anymore, which was driving the Sunday traffic. If we close Sunday then people will come in on Saturday and people will adjust. Kathy will work out proposal with town manager and take the funds and use them to start to correct and address things in the Library organizational chart. Some of the positions are very underpaid. Two charts have been handed out and we looked at how the library functions and look at the positions and the wages of personnel. Talked about different positions at our library and where we are lacking responsibilities and authority. With the money savings on Sunday we will be able to meet some of the needed compensation adjustments for the library employees. Carol states the library does not get an increase in the book budget. We should call books materials and not books so the increase can be given. We have great staff and we would like to have proper

compensation. Carol W. made a motion for the Library Trustees to support the suggestion to close The Pembroke Library on Sundays, Stephanie C. seconded the motion. All in favor for roll call was yes.

THE DIRECTOR JOB DESCRIPTION AND POSTING: Kathy brought up wording about the supervision received and if it needed to be rewritten. The town manager would like the wording to be changed. After discussion we removed Supervision received and Supervision exercised from the job description for the Library Director. Kathy suggested the Library Trustees sit down with Bill C. to discuss the Town Manager Act. Kathy suggested that we invite Bill C. to attend a Library Trustees Meeting. A motion was made by Stephanie C. to remove the verbiage supervision received/ supervision exercised from the job description, Carol seconded the motion and so it was voted. Roll call yes.

DIRECTOR SEARCH: The job being posted .We discussed who would pick up e-mails and mail and Stephanie C. stated she will spearhead this task. We will need to develop questions and review previous questions to ask at the interview. Larissa found questions as well. Kathy will scan the questions and pass them out. Then we decided to give them to Stephanie C. to compile. Kathy sent out a worksheet for major /important challenges. Stephanie C. discussed that we should have a smaller working group to review all the questions and worksheets as we are limited as to number of Trustees that can meet in order not to violate open meeting law. Stephanie C. stepped up to lead for interview question preparation and worksheets. Kathy suggested to have two subcommittees , the second one can set up the overall schedule for the Director search. Stephanie C. will send out e-mails to see who will be on what group.

NEW BUSINESS: Major Challenges Facing our Library worksheets.
Sunday activity report had already been discussed.

UPCOMING EVENTS: Teen Puzzle race: Race against the clock and other builders as you work to complete 100-piece puzzles. Teens (ages 13-18) may compete solo or in teams of up to 3 people. Prizes will be awarded to winners and runners-up.

Tuesday March 26, 2024 4:00-5:00 PM

The Irish Diaspora: Irish-born musician and folklorist Tom O'Carroll examines the Irish influence around the world from early time to present.

Thursday March 28, 2024 6:30 PM- 7:30 PM

So Close to Home: Hear author Alison O’Leary present the true story of men and woman pitted against the sea during WWII-an unforgettable portrait of the determination of the human spirit that will challenge your knowledge of the war.

April 10, 2024 6:30 PM - 7:30 PM

ASL HOUR (ages 9-11): Ages 9-11 will learn signs in American Sign Language with a special guest who was born deaf uses ASL and Signed english to communicate. Attendees will end the workshop by playing ASL BINGO. Registration required: sig ups open three (3) weeks before the event. Tuesday April 16, 2024 1:00PM- 2:00 PM.

Registration will begin on Tuesday, March 26, 2024 at 9:00 AM.

Intro to Safe Babysitting (ages 11-14, sign-up required) Learn how to safely care for children through this introductory level program taught by SafeSitter! The course covers child development, child care routines, and behavior management. Students will receive a student booklet and a completion certificate.

Space is limited and registration is required. Students must sign-up in-person at the Library and have a payment of \$25.00. Registration begins Monday, March 18 (9:00a.m.)

This workshop is partially funded by the Friends of the Pembroke Public Library. Wednesday April 17, 2024. 3:00 PM- 4:30 PM.

Additional recurring events:

Story times, Movies, Baby Lap sit, Yoga, Chess club, Mystery Book club, Puppy Dogs Tales, Genealogy night, Book club, Lego club and Anime Club.

Carol W. motion to adjourn the meeting and Stephanie C. seconded and so it was voted. Larissa called the meeting at 8:06 PM.

Respectfully submitted,
Linda MacDonald
Secretary

Youth Services Report to the Trustees: March 2024

Submitted April 5, 2024 by Melissa McCleary

| Program | # of Programs | Youth Attendance | Adult Attendance |
|--|--------------------|------------------|------------------|
| Storytime (ages 2 – 5) | 8 | 237 | 178 |
| Baby Lapsit (ages 0 – 2) | 4 | 78 | 76 |
| LEGO Club | 1 | 11 | 5 |
| Puppy Dog Tales | 1 | 11 | 8 |
| Chess Club | 1 | 1 | 1 |
| Scavenger Hunt: Rainbow Sharks | 1 (passive) | 411 | n/a |
| Teen Anime Club (ages 11 – 15) | 1 | 4 | n/a |
| Take & Make: Yarn-Wrapped Bunnies (ages 12 – 18) | 1 (passive) | 60 | n/a |
| Teen Puzzle Race (ages 13 – 18) | n/a | n/a | n/a |
| Bryantville Grade 1 Visit (off-site) | 3 | 69 | 4 |
| NPES 1st Grade Visit (off-site) | 4 | 62 | 5 |
| Hobomock Grade K Visit (off-site) | 1 | 16 | 1 |
| Hobomock Grade 6 visit (off-site) | 1 | 15 | 1 |
| AGE GROUP TOTALS | -- | -- | -- |
| <i>Pre-K Program (ages 0-5) Total</i> | 12 | 315 | 254 |
| <i>Kids Program (ages 6-11) Total</i> | 13 | 596 | 25 |
| <i>Teen Program (ages 12-18) Total</i> | 2 | 64 | n/a |
| <i>General Audience (all ages) Total</i> | n/a | n/a | n/a |
| TOTALS | 27 | 975 | 279 |
| Number of Volunteers | 3 adult volunteers | | |
| Volunteer Hours | 3 volunteer hours | | |

March Program Highlights:

- Performed special Storytime visits at Hobomock for Read Across America Day.
- Teen Puzzle Race was cancelled due to lack of registration.
- Final Baby Lapsit of the month had 30 babies in attendance!

Highlighted Events for April:

Youth Services has many special events planned for April vacation week:

- ASL Hour for ages 9 – 11 on April 16 at 1:00pm (registration required).
- Intro to Safe Babysitting for ages 11 – 14 on April 17 at 3:00pm (registration required).
- Cherry Tree Painting for teens on April 18 at 1:00pm (registration required).

Other events

Other:

- Completed weeding project in J Biographies.
- Viewed two webinars: “Canva 2.0 for Libraries: Page Layout Design” and “iREAD 2024 Showcase.”

March 2024 Reference/Adult Services Report

Peter Santore
04/08/2024

Reference Requests (Reference Desk only):

| | |
|------------------------|-----------|
| <u>Total requests:</u> | 94 |
| General information: | 23 |
| Technology: | 54 |
| Research: | 02 |
| <u>Passports:</u> | <u>15</u> |
| In person: | 71 |
| Phone: | 21 |
| Website: | 02 |

In-depth Reference help included:

- Provided direct assistance in scanning and uploading multiple documents
- Patron needed assistance locating the travel requirements for the Dominican Republic
- Provided patron assistance in uploading photos to a storage drive and then printing those photos

Adult Events:

Total: 15 events with 152 attendees, including:

- Monday, March 4th: Movie Matinee, *The Marsh King's Daughter* (Attendance: 6)
- Tuesday, March 5th: Book Club, *Lady Tan's Circle of Women* (Attendance: 15)
- Wednesday, March 6th: *Introduction to Foraging* (Attendance: 47)
- Monday, March 11th: Movie Matinee, *The King's Speech* (Attendance: 7)
- Monday, March 18th: Movie Matinee, *Birdman* (Attendance: 5)
- Thursday, March 21st: Mystery Book Club, *The Villa* (Attendance: 3)
- Monday, March 25th: Movie Matinee, *Moonlight* (Attendance: 7)
- Tuesday, March 26th: Genealogy Night (Attendance: 4)
- Thursday, March 28th: *The Irish Diaspora* (Attendance: 11)
- Tuesdays, March 5th, 12th, 19th, 26th: Knitting (4 events, total attendance: 36)
- Wednesdays, March 20th, 27th: Yoga (2 events, total attendance: 11)

Volunteers:

- 13 Youth Volunteers, 29 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
- Planning and creating new methods of advertising the Pembroke Public Library's digital research resources
- Preparing for the Adult Summer Reading Program

Peter's Month

I'm reaching the finalization stage for the Summer Reading Program and I'm pretty happy with how things have been turning out on that front. There's still work to be done but it should be finished well in advance of Summer. Passports have continued to go well and while I am not perfect and need to turn to others for assistance now and then, I feel confident in my ability to process them. The NHS program has concluded so I lost some of the volunteers, and am accepting volunteer applications again, and already have some new ones. We had a great turn out for Introduction to Foraging which I'm happy about and I intend to take the lessons I learned from it to advertise future events.

Director's Monthly Report March 2024
Pembroke Public Library

| Circulation | Mar 2021 | Mar 2022 | Mar 2023 | Feb 2024 | March 2024 |
|------------------------------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| Adults | 4121 | 4677 | 4130 | 3757 | 3971 |
| YA | 276 | 337 | 374 | 297 | 312 |
| Juvenile | 2859 | 4038 | 4174 | 3981 | 4370 |
| Total: | 7256 | 9052 | 8682 | 8035 | 8653 |
| Overdrive total / (OA total): | 2085 | 1950 | 2244 / (742) | 2755 / (868) | 2753 / (841) |
| Hoopla total: | 275 | 310 | 340 | 400 | 474 |
| Kanopy total: | | 57 | 72 | 270 | 140 |
| NY Times total: | | 3 | 5 | 11 | 17 |
| Online Resources Usage | 981 | 842 | 706* | 1059 | 605 |
| Museum Passes + Hotspots | 26 | 49 | 54 | 50 + 10 | 49 + 10 |
| Overdrive patron registration | 16 | 19 | 31 | 31 | 34 |
| Patrons registered new cards IP | 25 | 75 | 86 | 102 | 101 |
| Patrons registered new ecards | | | | 21 | 20 |
| Mobile holds/renewals | 486 | 520 | 463 | ** | 375 |
| Non-resident borrowing | 1413 | 1976 | 1658 | 1649 | 1764 |
| Items loaned to other libraries | 2891 | 2421 | 2490 | 1796 | 2037 |
| Item borrowed from other libraries | 2057 | 1611 | 1294 | 1206 | 1193 |
| ComCat loaned | 15 | 23 | 13 | 19 | 15 |
| ComCat borrowed | 17+3 | 31 | 44 +7 | 32 + 2 | 15 +2 |
| Passport applications | 70 | 161 | 149 | 174 | 143 |
| Visitor Count | 3369 | 5541 | 8711 | 7236 | 7627 |

*correction to previous reporting

** no stats as app was not operational

| Collections | Mar 2021 | Mar 2022 | Mar 2023 | Feb 2024 | March 2024 |
|----------------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| Items added | 499 | 603 | 378 | 474 | 334 |
| Items discarded | 192 | 1059 | 291 | 1744 | 431 |
| Items marked Missing | 35 | 25 | 15 | 22 | 17 |

| Events | Mar 2021 | Mar 2022 | Mar 2023 | Feb 2024 | March 2024 |
|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| Adult programs | 5 | 15 | 17 | 15 | 15 |
| Adult attendees | 56 | 117 | 165 | 115 | 152 |
| Youth events | 4 | 15 | 20 | 20 | 27 |
| Youth attendees | 239 | 472 | 790 | 1103 | 1254 |

A fuller Youth Services report and Adult Services report is attached.

| Computer Use | Mar 2021 | Mar 2022 | Mar 2023 | Feb 2024 | March 2024 |
|---------------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| Internet | 172 | 328 | 316 | 249 | 323 |
| Juvenile | 0 | 161 | 263 | 228 | 277 |
| Total | 172 | 489 | 579 | 477 | 600 |

Meeting room used 39 times and the Trustees room used 15 times.

Staff and other news:

We are advertising to fill an Aides position. The SAILS App has been fixed and patrons are very happy to have it back! In Library traffic and attendance at events continues to rise. Circulation continues to increase overall, with downloadable circulation increasing slightly faster. This bears watching as the cost for electronic circulation is generally higher than physical material. Our Seed Library is launching the beginning of April. Our staff continues to be amazing – just in case I have forgotten to mention that lately!