

PEMBROKE PUBLIC LIBRARY TRUSTEES

Meeting of March 10, 2016

ATTENDING: Larissa Curley, Elaine Spalding, Jill Taylor, Karen Wry, Melissa McCleary (Youth Services Librarian), Deborah Wall (Library Director), and Hsiu-Ann Tom (guest and Trustee candidate).

The meeting was called to order at 7:05pm by Karen Wry, Chairperson. Debbie introduced the Trustees to Hsiu-Ann Tom, a candidate for election to the Board of Trustees. Hsiu-Ann is running for the seat that has been vacated by Karen Wry. If she is elected by voters on May 14, 2016, her term will expire in 2019.

The minutes of the January 14, 2016 meeting were read (there was no February meeting). Jill moved to accept the minutes as written, and it was so voted.

OLD BUSINESS: The library's Annual Report and FY17 budget were submitted on time. No response from the Town Administrator had been received by the time of the meeting.

DIRECTOR'S REPORT: The January Director's Report was read. Circulation in January remained steady, with a total of 10,128 (not including digital media). Last January's total was 9,507. Last January, 51 items were discarded and 514 items were added. This January, 763 items were discarded and 498 items were added.

The February Director's Report was read. Spring cleaning at the library continued in February, with 1,408 items being discarded and 604 being added. There were 7 adult events with 50 attendees and 32 youth events with 574 children/teens and 231 adult attendees. Computer usage is up from the previous two years, as is use of the Local History Room. The library will be withdrawing from the statewide eBook program (due to lack of use) and will focus more closely on Overdrive and Advantage titles.

Jill moved to accept the January and February Director's Reports as written, Larissa seconded, and it was so voted.

REFERENCE LIBRARIAN'S REPORT: The January Reference Librarian's Report was read. In January, Stephanie responded to requests for general information, assistance with technology, and research. Patrons are beginning to seek assistance without having to inquire at the circulation desk first, but Stephanie still plans to purchase a large sign to add to her desk, to make her easier to locate.

January programs included the book club meeting on January 5th, where *Elizabeth is Missing* was discussed. Stephanie brought copies of the next meeting's book selection to the January meeting, to make things easier for book club members. Craft nights have gone well!

The February Reference Librarian's Report was read. Stephanie reported an increase in reference requests, though the focus of the requests continued to be mainly on technology.

February projects included creating fliers and publicity materials for adult events in March, planning a Celtic heart knot necklace craft night, ordering upcoming and newly released CDs, DVDs, and Historical Fiction novels, and planning a March technology help session (a computer basics class).

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

YOUTH SERVICES REPORT: The January Youth Services Librarian's Report was read. The library's new BB-8 and Sphero bots have been very popular! Patrons have enjoyed meeting BB-8 as he has roamed around the library.

The Storytime and Baby Lapsit programs are becoming even more popular (they have already been well-attended for a substantial amount of time), and a community collage passive program was a hit.

The February Youth Services Librarian's Report was read. Cookie club has been a fun event for kids, and Storytime remained popular. The Robot Romp was the most popular program this month! S.T.E.M. programs will begin (and the Robot Romp program will continue) in March.

Larissa moved to accept the January and February Youth Services Reports as written, Elaine seconded, and it was so voted.

FINANCIAL UPDATES: The February Financial Report was reviewed. Debbie met with the Advisory Board on January 19, 2016, to discuss the FY17 budget. Despite a low fines balance, the library is not requesting funding beyond the minimum required to meet state certification guidelines.

Jill moved to accept the February Financial Report as printed, Larissa seconded, and it was so voted.

MAINTENANCE: The HVAC system is working well. The building is still drafty in some areas and too hot in others, but the mobile control capabilities have been useful. A few leaky valves and pipes have been identified, and the company who installed the system will fix the remaining issues.

Several interior areas of the library have been painted by members of the Plymouth County Sheriff's Department outreach program. They did an excellent job!

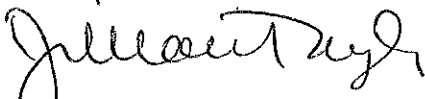
The PEMA generator was installed over a period of three days, with no issue, and the lighting project (mainly the replacement of existing bulbs with LED bulbs) will be completed soon.

FOUNDATION NEWS: No new Foundation news to report.

NEW BUSINESS: The library submitted a Town Meeting Article to request a title change for an existing position to "Assistant Director", since that is the work that is currently being performed by the member of the staff the Article request relates to.

Karen called the meeting to a close at 8:46pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jill Taylor". The signature is fluid and cursive, with the first name "Jill" being more prominent than the last name "Taylor".

Jill Taylor, Vice Chairperson