

Town of Pembroke Board of Library Trustees

Meeting Minutes

June 16, 2016

I. Call to order

Taylor motioned to call to order the regular meeting of the Board of Library Trustees at 7:08PM on June 16, 2016 at Pembroke Public Library.

II. Roll call

The following persons were present: MaryBeth Courtright, Larissa Curley, Lyn Dionne, Jillian Taylor, Hsiu-Ann Tom, Deborah Wall, Melissa McCleary. Absent: Elaine Spalding

III. Approval of minutes from last meeting

Attendees reviewed minutes from the last meeting. Motion to accept by Curley. Motion seconded by Courtright. The minutes were approved as read.

Board agreed minutes would be emailed to Trustees going forward. Hard copies to be kept at library for any who wish to access them.

IV. Board Reorganization

Curley nominates Courtright for Chair, Taylor for Vice Chair, Tom for Secretary. Courtright seconds motion. Approved unanimously.

V. Old business

- a) None

VI. New business

- a) Director's Report for May presented by Wall. Reports large increase in Overdrive audiobook and e-book usage. Computer usage has decreased. Non-resident borrowing has increased. Wall credits quality of collection for increases. Custodian hired full time. Custodial services will be shared with Council on Aging. Dionne moves to accept report. Taylor seconds motion. Motion to accept report unanimously approved.
- b) Youth Services Report for May presented by McCleary. Gardening program widely enjoyed. Alphabet Theme and Guerilla story programs ongoing. Preparing for start of summer reading program. Still seeking facilitator for Girls Who Code program. Program involves large time commitment.

Pembroke Library now an approved host site. Taylor moves to accept report. Dionne seconds motion. Motion to accept report unanimously approved.

- c) Reference Librarian Report for May read by board. Genealogical research continues to be popular with patrons. Participation in events fluctuates, especially in coloring. Dionne moves to accept report. Curley seconds motion. Motion to accept report unanimously approved.
- d) Financial Updates for May reviewed by board. Wall discussed planning around projects for electrician, computer purchases, and HVAC system. Verified receipt of state funds with Town Accountant. New early opening hours do not increase personnel costs as staff is already on site. Surplus funds available in electricity account. Curley motions to accept report. Dionne seconds motion. Motion to accept report unanimously approved.
- e) Maintenance updates. Wall struggling to access security cameras. Lighting project completed. Director seeking price quote on history room. Two software updates have been completed. Additional painting projects on hold. Custodian to start on 7/1. Twenty hours budgeted to be split with Council on Aging. Partnering with COA beneficial as they have a floor buffer the Library can use. Wall hopes professional custodian can make project suggestions and provide spot carpet cleaning. Problems with Comcast Internet, data transfers and heating system interactions persist. Overall public computer access improved despite challenges. Wall anticipates issues will be resolved soon.
- f) Foundation News. Wall reports an unnamed individual has expressed interest in leading the Foundation. Official announcement will follow after the change is filed with the Secretary of State. Dionne to stay on as liaison. Attorney and account to stay on as well. Wall still seeking additional people to work with prospective leadership.
- g) Blue Star Marker proposed by Mattakeesett Garden Club discussed. Group will attend August meeting to present plans for marker honoring veterans. Board discussed history of similar previous requests. Concerns over maintenance, reconditioning and location of proposed site on island. Ongoing need for light for the flagpole.
- h) Report from Trustee Workshop. Courtright presented report from June statewide Library Trustee training in Dedham. Workshop covered a wide range of topics including the importance of good rapport between Library Boards and Friends of the Library groups. The Board discussed Open Meetings Laws at length and members were reminded to complete the mandatory training online.

- i) Next meeting of the Board of Library Trustees will be held on Thursday, August 18th at 7PM.

VII. Adjournment

Taylor motioned to adjourn the meeting at 8:55PM. Curley seconded motion. Motion unanimously approved

Minutes submitted by: Hsiu-Ann Tom, Secretary, Board member

Minutes approved by: [Name]