

## **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for April 11, 2019*

**ATTENDING:** Mary Beth Courtright, Larissa Curley, Lyn Dionne, Melissa McCleary (Youth Services Librarian), Deborah Wall (Library Director), and Carol Watches

Larissa Curley, Chairperson, called the meeting to order at 6:35 PM. The minutes of the March 14, 2019 meeting were read. Mary Beth made a motion to accept the minutes as written, Larissa seconded, and it was so voted.

**OLD BUSINESS:** Chair cushions and bench cushions are completed and in place at the library. Bench cushions sent back and seam corrected by vendor. Sunbrella fabric should wear well and not fade like the previous fabrics. Debbie is researching getting a plaque so that patrons know that the new cushions were a gift from the Estate of Barbara Johnson.

Passport income remains steady and should allow for Stephanie to be move to full time hours.

Some town budget challenges with some decreases (books) and movement of custodian monies to town budget. Still waiting for more information about the capital requests that will be up before town meeting. Debbie sent numbers to state for review. She will also do a book budget assessment for state.

**DIRECTOR'S REPORT:** The Director's Report for March was read. Magazines now available via Overdrive and circ is now included on report. Also include are programs and attendance split between Adult and Youth going back to March 2016.

Because of changes with KenMark vendor, the Library will now lease a public copier. Based upon historical data from KenMark the lease will pay for itself. Change will be bags of coins now going to town hall to count and deposit.

Mary Beth moved to accept the March Director's Report as written: Carol seconded, and it was so voted.

**YOUTH SERVICE'S REPORT:** The Youth Services Report for March was read.

New summer reading on-line system "Beanstack" required that Melissa build PPL summer reading website using it and also to submit it for quality assurance to the state. Melissa will also provide a staff tutorial on the website.

The therapy dog was able to handle being read to by 34 kids. Contacting more certified therapy dog trainers for upcoming Puppies and Pages program.

Carol moved to accept the March Youth Services Report as written. Lyn seconded, and it was so voted.

**REFERENCE LIBRARIAN'S REPORT:** The Reference Librarian's report for March was read.

There were 15 adult events this past month with 174 attendees. There were 53 requests for research/assistance during March. Both numbers are up from February.

Mary Beth moved to accept the March Reference Librarian's Report as written. Lyn seconded, and it was so voted.

**FINANCIAL REPORT:** The Financial Report for March was reviewed. The passport program has resulted in \$9.5k in revenue- start date was December 2018. Revenue stream continues to project to \$20k + for year. Again, fines continue to trend down.

Carol moved to accept the March Financial Report as written. Mary Beth seconded, and it was so voted.

**MAINTENANCE:** Termite damage and a lot of rot exterior rear wall window. Needs repair and painting. Waiting for capital requests approvals to move forward with fire alarm and other items.

**FOUNDATION NEWS:** Marie will locate contract and sign in order to move forward with architects. .

**NEW BUSINESS:**

Library of Things Update: Next Wednesday, PPL will launch a telescope as a thing to check out. There will be a talk about the scope and also astronomy in general. Debbie continues to add items that may be useful to our patrons- ie purchase of a sewing machine. She is also looking into a karaoke machine and a bubble machine based on some items other libraries have offered. Looking for another way to display/showcase these offerings in the library.

Debbie will soft launch library start at 9 AM instead of 9:30 AM Mon-Saturday in the next couple of months.

The next meeting of the Board of Trustees will be held on Thursday, May 9, 2019 at 6:30 PM.

Mary Beth moved to adjourn meeting and Carol seconded. The meeting was adjourned at 7:25 PM.

Respectfully submitted,

Carol Watches  
Trustee