

# **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for September 12, 2019*

**ATTENDING:** Mary Beth Courtright, Larissa Curley, Lyn Dionne, Sean Fitzpatrick, Jill Taylor, Deborah Wall (Library Director), and Carol Watches.

Larissa Curley, Chairperson, called the meeting to order at 6:40 P.M. The minutes of the August meeting were read. Lyn made a motion to accept minutes as amended (to change “Architect” to “Foundation” where the building contract is mentioned), Mary Beth seconded, and it was so voted.

**OLD BUSINESS:** Fines topic tabled again, until October. Director’s contract was discussed and a contract was approved and finalized (moved by Jill, seconded by Lyn, and so voted).

Discussion regarding the Trustee’s being listed as Owner’s on the building agreement feasibility study, for renovations to the building. Lyn moved, and Mary Beth seconded, approval of the contract, on the condition that the Foundation will agree in writing to the Foundation covering all related expenses of the feasibility study. Debbie will present the signed agreement to the Architect once the feasibility study document is received from the Foundation.

**DIRECTOR’S REPORT:** The Director’s Report for August was read. The visitor count for August was 10,289! A whopping 45,657 items were added this month in Hoopla!

Mary Beth moved to accept the Director’s Report as written, Jill seconded, and it was so voted.

**YOUTH SERVICES REPORT:** The Youth Services Report for August was read. Teen volunteer hours have been surging this summer; Melissa reports the record, which was set at 87.5 hours last month, was broken again. Teens worked a total of 139.5 hours in August!

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

**REFERENCE LIBRARIAN’S REPORT:** The Reference Librarian’s Report for August was read. There were a total of 47 reference requests in August, including helping a patron learn how to program a GPS. Two hundred fifty-five people attended 11 events, including Book Club, Crafternoon, Genealogy group, and Movie Matinees.

Jill moved to accept the Reference Librarian’s Report as written, Sean seconded, and it was so voted.

**FINANCIAL REPORT:** The Financial Report for August was reviewed. The \$25,000 disbursement for Children’s technology will be coming soon.

Sean moved to accept the Financial Report as estimated (official budget has not yet been received from Town Hall), Mary Beth seconded, and it was so voted.

**MAINTENANCE:** Debbie is obtaining quotes for painting of the windows, rear wall, and Trustee's Room. The fire alarm system work has been completed!

**FOUNDATION NEWS:** No news to report.

**NEW BUSINESS:** Bulletin Board Policy tabled until October. Sunday hours will begin on Sunday, September 15<sup>th</sup>.

The next meeting of the Board of Trustees will be held on Thursday, October 11, 2019 at 6:30pm.

Jill moved to adjourn the meeting, Sean seconded. The meeting was adjourned at 7:46 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary