

# **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for June 11, 2020*

**ATTENDING:** Kathy Benvie (Assistant Library Director), Mary Beth Courtright, Larissa Curley, Lyn Dionne, Sean Fitzpatrick, Melissa McCleary (Youth Services Librarian), Jill Taylor, Deborah Wall (Library Director), and Carol Watches.

Larissa Curley, Chairperson, called the virtual meeting to order at 6:35 P.M. Larissa read Governor Baker's March 15<sup>th</sup> order regarding Open Meeting Law and remote participation in board meetings. The minutes of the May meeting were read. Sean made a motion to accept minutes as written, Lyn seconded, and it was so voted.

**OLD BUSINESS:** Curbside pickup was extremely busy the first week and has remained steady since. Patrons seem to be very happy to have an opportunity to return materials!

The library is still awaiting detailed guidance from the Governor's office and Massachusetts Board of Library Commissioners regarding re-opening.

Deb was asked to submit a level-funded budget by the Town Accountant, which she did. We have not yet received the budget for the library, nor any information on the library's budget.

**DIRECTOR'S REPORT:** The Director's Report for May was read. As the library was closed to the public again this month, traditional circulation numbers were very low. Mobile renewals and holds were greatly increased, as was downloads of digital content (eBooks, audiobooks, access to databases). Full-time staff returned to the building on May 19<sup>th</sup> (with proper PPE), and staff spaces have been adjusted to follow "social distancing" guidelines. The large meeting room will be used as a quarantine space, going forward.

Lyn moved to accept the Director's Report as written, Jill seconded, and it was so voted.

**YOUTH SERVICES REPORT:** The Youth Services Report for May was read. Melissa held the planned "Pajama Storytime", which was even more popular than morning story times. 17 people watched live and 78 people viewed the recorded video. Melissa has been busy working on Summer Reading preparations and upcoming virtual programming.

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

**REFERENCE LIBRARIAN'S REPORT:** The Reference Librarian's Report for May was read. Stephanie held four virtual events this month, including Book Club and Virtual Poetry. The Virtual Cookbook Club, which is ongoing, has also been popular. Stephanie has moved from the main library floor to the Reference Librarian's office.

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

**ASSISTANT DIRECTOR'S REPORT:** The Assistant Director's Report for May was read. Kathy supported and oversaw continued training classes and exercises by Circulation staff, including "Project READY", which is aimed at educators and library staff and addresses race, racial equality, and racism.

After a period of training, the staff began offering curbside pickup on June 1<sup>st</sup>. So far, it has gone well!

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

**FINANCIAL REPORT:** The Financial Report for May was reviewed.

Lyn moved to accept the Financial Report as printed, Carol seconded, and it was so voted.

**MAINTENANCE:** The library is awaiting sneeze guard installation before we can consider opening the building to the public.

State guidelines for reopening require a checklist be completed; the building's fire alarm has recently been tested and the sprinkler system will be inspected/tested in July, most likely.

**FRIENDS NEWS:** The Book & Bake Sale has again been postponed. The event is tentatively scheduled for September 26, 2020 and may be held outdoors. Deb expects to be able to receive donated books in the near future (all materials will be placed in quarantine for an appropriate amount of time before being offered to patrons).

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

**NEW BUSINESS:** Town election will be held on Saturday, June 20<sup>th</sup>. Town Meeting has been pushed back to Tuesday, July 28<sup>th</sup> at 7:00 P.M.

The knitting group, Larissa included, was able to meet in the library parking lot. They had a great time ☺

The next meeting of the Board of Trustees will be held on Thursday, July 9, 2020 at 6:30pm.

Jill moved to adjourn the meeting, Mary Beth seconded. The meeting was adjourned at 7:44 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary