

# **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for July 9, 2020*

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

Larissa Curley, Chairperson, called the virtual meeting to order at 6:40 P.M. Larissa read Governor Baker's March order regarding Open Meeting Law and virtual board meetings.

Lyn Dionne and Jill Taylor were re-elected in the local election on June 20<sup>th</sup>. There was brief discussion of organization of Board members; the Trustees voted unanimously to retain existing Board positions: Larissa Curley, Chairperson, Sean Fitzpatrick, Vice Chairperson, Jill Taylor, Secretary. Sean made a motion to approve the positions, Carol seconded, and it was so voted.

The minutes of the June meeting were read. Carol made a motion to accept minutes as written, Sean seconded, and it was so voted.

**OLD BUSINESS:** Curbside pickup is going very well; there are over 50 pickups daily. The library will not be able to fully open to the public until splash shields have been installed at both the main circulation desk and children's desk. A quote for the installation is in progress.

Occupancy will have to be monitored, once the library reopens. The current plan is to have full-time staff share the responsibility of monitoring occupancy. There will be limited computer availability, with four computers available (by reservation). Furniture will be removed for the time being. There will be a few "resting" chairs placed strategically throughout the building. Masks will be required upon entering the building.

**DIRECTOR'S REPORT:** The Director's Report for June was read. Not surprisingly, circulation was down this month due to the response to novel coronavirus. Overdrive eBooks and audiobooks numbers were through the roof. Materials available online have been working out well for patrons, so far. The staff has been busy discarding old materials, with 1551 items discarded in May.

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 June was read. Melissa attended a couple of great webinars ("Dismantling Institutional Racism" and Outstanding Online Storytimes"), and her online story times continue to be popular. Summer Reading started up on June 29<sup>th</sup>, and 107 people have registered, so far.

Mary Beth 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 June was read. In addition to working on the bi-weekly Newsletter and other projects, Stephanie hosted a Book Club meeting to discuss *The 7 1/2 Deaths of Evelyn Hardcastle*.

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

**ASSISTANT DIRECTOR'S REPORT:** The Assistant Director's Report for June was read. The book drops are now open for returns and inter-library loans have resumed. A system has been established to sort and quarantine returned books. Staff members have created eye-catching "new books" window displays for patrons to browse while picking up at curbside.

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

**FINANCIAL REPORT:** The Financial Report for June was reviewed. The FY21 budget has been submitted to Town Hall. There is a discrepancy in the Library Building Fund; Debbie will correct this for the next report.

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

**MAINTENANCE:** Painting has been satisfactorily completed. The building has a leak in the plumbing of the staff bathroom that will need to be addressed in the near future.

**FRIENDS NEWS:** Activity is continuing for the planned September Book Sale. Also, the Friends are setting up a Paypal account to receive contactless donations.

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

**NEW BUSINESS:** No new business.

The next meeting of the Board of Trustees will be held on Thursday, August 13, 2020 at 6:30pm.

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

Respectfully submitted,

Jillian Taylor  
Secretary