

# **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for September 10, 2020*

**ATTENDING:** Kathy Benvie (Assistant Library Director), Mary Beth Courtright, Larissa Curley, Lyn Dionne, 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 6:38pm and read Governor Baker's March order regarding Open Meeting Law and virtual board meetings. The minutes of the August meeting were read. Carol made a motion to accept minutes as amended (financial report motions corrected), Mary Beth seconded, and it was so voted.

**OLD BUSINESS:** Maximum building capacity has not yet been reached or exceeded, but the number of patrons visiting the library has increased over the past month.

We are awaiting a response from the Town Manager regarding reimbursement of some miscellaneous expenses.

There has been renewed interest in the RFP for library expansion. Debbie will revisit it in the near future.

**DIRECTOR'S REPORT:** The Director's Report for August was read. Circulation returned to approximately 50% of the volume of August of 2019, a remarkable achievement during this Pandemic. Virtual borrowing through Overdrive and Hoopla has increased, as well. Passport applications are picking back up, which is a hopeful sign of better travel days to come.

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

**YOUTH SERVICES REPORT:** The Youth Services Report for August was read. Melissa offered two Escape Room activities this month, one a Hogwarts theme for ages 10 to 13 and one a Zombie theme for ages 13 to 18. Zoom story times continued in August, and there were a couple of new, fun things to explore: new At-Home Education kits funded by the Friends and a Sculpto 3D printer provided (through a contest) by JoAnn Fabric.

Summer Reading numbers were down this year compared to last year, but a good amount of children and teens participated. 82 kids and 8 teens logged over 290 hours of reading!

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 August was read. Stephanie received a total of 28 reference requests this month, 10 of which were in person. The (Zoom) Book Club met to discuss *The Dovekeepers*.

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

**ASSISTANT DIRECTOR'S REPORT:** The Assistant Director's Report for August was read. With August being the first full month of having the library open to patrons in person as well as continuing to provide curbside pickup service, the staff was kept very busy.

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

**FINANCIAL REPORT:** The Financial Report for August was reviewed. Two standing orders of large print books were purchased from funds previously donated by Edna Raistrick.

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

**MAINTENANCE:** HVAC work (cleaning and duct work insulation) will be completed next week.

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

**FRIENDS NEWS:** The Book Sale is still planned for Saturday, September 26<sup>th</sup>, outside the library. There will be tents put up and tables will be separated by genre to encourage social distancing.

**NEW BUSINESS:** The library will receive funds to cover improvements which enable more "hands-free" ability, such as an RFID tagging system from Envisionware. Funds will also cover mobile printing and Tutor.com service, which provides 24/7 tutoring, and Scholastic Printables.

The next meeting of the Board of Trustees will be held on Thursday, October 8, 2020 at 6:30pm.

Jill moved to adjourn the meeting, Sean seconded. The meeting was adjourned at 7:22pm.

Respectfully submitted,

Jillian Taylor  
Secretary