

# **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for November 19, 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 6:39 P.M. Larissa read Governor Baker's March 13, 2020 order regarding Open Meeting Law and virtual board meetings. The minutes of the October meeting were read. Mary Beth made a motion to accept minutes as written, Sean seconded, and it was so voted.

**OLD BUSINESS:** Library staff is prepared to return to curbside pickup only, if necessary.

Fiscal Year 2022 budget was submitted today; the Town Manager asked Debbie to create an organizational chart and to discuss budget concerns with staff and record suggestions/concerns. Debbie will meet with him in person this week.

Library staff had a payroll increase of 2% approved a while back, but as the increase did not take effect until January, it's more accurately at about 1%. This will need to be rectified.

**DIRECTOR'S REPORT:** The Director's Report for October was read. Circulation numbers are remarkably high, given the current circumstances. Total circulation this month was 8,338, compared to last November's pre-Pandemic circulation of 11,209.

Curbside and walk-in services are still going well. Digital content remains popular.

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

**YOUTH SERVICES REPORT:** The Youth Services Report for October was read. The StoryWalk event which featured *The Little Ghost Who Lost Her Boo!* By Elaine Bickell was a success; pages from the book were mounted on lawn signs. Families walked around the library and read the story while at a safe distance from others. Treat bags were handed out to some families who participated (those who completed the StoryWalk while the library was open).

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

**REFERENCE LIBRARIAN'S REPORT:** The Reference Librarian's Report for October was read. There were a total of 19 reference requests this month. The main topic of interest was technology. There were 3 virtual events this month with 71 attendees. The most popular virtual event in November was "Welcome to the Graveyard" with The Gravestone Girls.

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

**FINANCIAL REPORT:** The Financial Report for October was reviewed. The COVID-related expenses submitted by the library have, unfortunately, not yet been reimbursed.

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

**MAINTENANCE:** UV units have been installed into the HVAC system, courtesy of the CARES Act! A few odds and ends have been done, such as some doorknobs being replaced.

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

**FRIENDS NEWS:** The 2020 Ornament will be arriving this week. The ribbons will be white!

**NEW BUSINESS:** The RFID funding has been approved.

The Town is currently under a hiring freeze. The library was desperately in need of hiring two staff members to replace staff who had moved along to other positions. An exception was made so the library could fill those staffing needs.

As voted by Pembroke citizens at Town Meeting, the Town Manager has the authority to participate in the hiring and termination activities in all town departments, save the Library and the School Department (and possibly the Fire Department). Despite this, the Town Manager requested that a representative for him sit in during the interview process for the two part-time library staff positions. Debbie granted this request. The Library Director was under no obligation to do so, and will not be obligated to do so, going forward.

The next meeting of the Board of Trustees will be held on Thursday, December 10, 2020 at 6:30pm.

Mary Beth moved to adjourn the meeting, Lyn seconded. The meeting was adjourned at 7:37 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary