

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for October 8, 2020

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 6:34 P.M. Larissa read Governor Baker's March 13, 2020 order regarding Open Meeting Law and virtual board meetings. The minutes of the September meeting were read. Lyn made a motion to accept minutes as written, Carol seconded, and it was so voted.

OLD BUSINESS: Building capacity has not yet reached the maximum of 65 patrons in the building at once. Patrons are now able to request an additional half hour of computer use.

Town Manager is concerned with the State's budget and whether or not promised funds will make their way to the Town. The library has been given a conservative budget to work with. A hiring freeze is still in place, town-wide.

Invoices for items which should be covered under the CARES Act were submitted to Town Hall for reimbursement. The library has also been approved to order the RFID system and add Tutor.com and Scholastic Teachables to its digital catalog.

Lyn made a motion to extend the moratorium on fines until such time as materials no longer need to be quarantined due to coronavirus precautions. The Trustees will revisit the issue at that time. Carol seconded the motion and it was carried unanimously.

DIRECTOR'S REPORT: The Director's Report for September was read. The library took Bronze in the Wicked Local Regional Reader's Choice Awards. The Friends of the Pembroke Library held a successful Book Sale at the end of the month.

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

YOUTH SERVICES REPORT: The Youth Services Report for September was read. Representative Josh Cutler visited the library to check out technology purchases made possible by a grant he helped secure for the library. The Trustees plan to send a thank you letter to Rep. Cutler.

Carol 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 September was read. This month's virtual Book Club book was *The Prize Winner of Defiance, Ohio*. Eleven people attended this month's Book Club Meeting.

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 September was read. Commonwealth Catalog started back up this month, providing access to the state's library catalog.

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

FINANCIAL REPORT: The Financial Report for September was reviewed. Passports continue to bring in much-needed funds.

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

MAINTENANCE: Air Handlers completed cleaning and maintenance of the system. While they were working on the roof, they found a few spots that felt "squishy". Debbie will follow up on the issue and forward the information to the Town Manager.

FOUNDATION NEWS: No news to report.

FRIENDS NEWS: The Book Sale was held outdoors for the first time ever. It was very well-attended; they raised \$1,600, which included \$200 in simple cash donations. The Trustees are very grateful for the work of the Friends and the support of the community.

NEW BUSINESS: The library purchases a new World Book Encyclopedia every year. This year, there were a lot of changes made and content added. Lyn made a motion to use a portion of the Della Chiesa line to purchase this year's version, Carol seconded, and it was so voted (unanimously).

Fall Town Meeting is still up in the air, so articles the library may or may not submit for inclusion have not yet been decided.

The next meeting of the Board of Trustees will be held on Thursday, November 12, 2020 at 6:30pm.

Sean moved to adjourn the meeting, Mary Beth seconded. The meeting was adjourned at 7:22P.M.

Respectfully submitted,

Jillian Taylor
Secretary