

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for December 10, 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 6:39 P.M. Larissa read Governor Baker's March 13, 2020 Executive Order regarding Open Meeting Law and virtual board meetings. After brief discussion, it was decided that votes will now be recorded in roll call style. The minutes of the November meeting were read. Sean made a motion to accept minutes as written, Mary Beth seconded, and it was unanimously voted.

OLD BUSINESS: The Town Manager and Library Director had a discussion earlier this week regarding a possible move back to curbside pick-up only, due to rising cases of COVID-19 in the town and the Commonwealth. Debbie spoke to staff and, with that feedback, proposes the library close next Monday, December 21, 2020, for a period of at least three (3) weeks. Curbside pickup will be available during that period. Staff will perform outreach to patrons who may need assistance with or be unaware of the curbside pick-up service.

The Town Manager and Library Director met to discuss the budget for FY22. The most recent Town Meeting Wage & Personnel scale included an error; Deb will discuss it in her next budget meeting with William.

Trustees discussed Article 21 from the 2018 Town Meeting, which resulted in a Town Manager style of government for the town of Pembroke. While the Article specified that the Board of Library Trustees would have appointive authority with regard to the Library Director position, it implied that the Library Director, after consultation with the Board of Trustees, would be required to gain the approval of the Town Manager prior to making any appointments. It also specified that the Town Manager would manage the majority of the land, buildings, and facilities owned by the town (including the library), and that the Town Manager would oversee day-to-day operations of the library. The final Act which was signed by Governor Baker in December, 2018, stated that, if any provisions of the Act conflicted with federal or state laws or regulations, the laws or regulations would prevail. As these particular, listed, provisions conflict with existing MA General Laws, MA General Laws prevail. The Board of Library Trustees have full governing authority over the library and library property, including holding appointive authority not limited to the Library Director. The Trustees welcome the addition of the new Town Manager and look forward to working with him to improve library services and the community at large, however possible.

RFID manager meeting will be held on December 21st, followed by full-time staff training. Some of the equipment has been ordered so it will be available for use during training.

DIRECTOR'S REPORT: The Director's Report for November was read. Overdrive numbers are up from this time last year, which makes sense given the current health crisis.

The two newly-hired members of staff are making progress in their training; the process is a little different these days. Deb received a donation to cover a holiday staff event. The tricky part will be finding a way to celebrate while adhering to coronavirus guidelines.

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

YOUTH SERVICES REPORT: The Youth Services Report for November was read. The StoryWalk this month was *Little Penguin Stays Awake* by Tadgh Bentley. This StoryWalk was even better-attended than last month's! Melissa plans to distribute Storytime To-Go Kits in December. The Kits will have a "winter" theme.

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for November was read. Stephanie fielded a total of 13 in-depth reference requests in November. The Book Club book was *The Widows of Malabar Hill* this month, and 11 people attended, virtually.

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

FINANCIAL REPORT: The Financial Report for November was reviewed. Due to the Pandemic, the library has not yet utilized funds in the Sunday Opening Hours line. Hopefully, it will be possible to open the library on Sundays in the spring and summer. This line is important to retain, budget-wise, so the library can meet criteria for state certification.

Jill moved to accept the Financial Report as written, Mary Beth seconded, and it was unanimously voted.

MAINTENANCE: The library will need minor roof repair; a number of shingles are missing. The roof will need to be replaced at some point within the next few years.

FOUNDATION NEWS: No news to report.

FRIENDS NEWS: The Friends met last week, with several new members. Membership levels and incentives were discussed, as was planning for spring events. The 2020 Holiday Ornament is available to purchase now (and is beautiful, as always).

NEW BUSINESS: No news to report.

The next meeting of the Board of Trustees will be held on Thursday, January 14, 2020 at 6:30pm.

Carol moved to adjourn the meeting, Jill seconded, and it was unanimously voted. The meeting was adjourned at 7:53 P.M.

Respectfully submitted,

Jillian Taylor
Secretary