

# PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

*Meeting Minutes for January 14, 2021*

**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 6:42 P.M. The meeting was recorded. Larissa read Governor Baker's March 13, 2020 Executive Order regarding Open Meeting Law and virtual board meetings. The minutes of the December 10, 2020 meeting were read. Mary Beth made a motion to accept minutes as written, Sean seconded, and it was unanimously voted.

**OLD BUSINESS:** Town Manager put in place a temporary Wage & Personnel Scale to address the pay gap until the next Town Meeting.

FY22 budget is still being worked on (the Governor's information will be released next week). Town Manager suggested some budget cuts may be necessary.

A limited number of staff will be RFID trained, to start due to space restrictions. Full-time staff will be the first to be trained.

**DIRECTOR'S REPORT:** The Director's Report for December was read. Due to a dramatic rise in local COVID-19 cases, the library was closed for walk-in activity as of December 15<sup>th</sup>. Curbside pickup has not been affected. Overdrive and Hoopla! borrowing is as strong as ever, and 20 Passport applications were processed in December.

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

**YOUTH SERVICES REPORT:** The Youth Services Report for December was read. The Sock Penguin Take & Make Craft for ages 8-18 was extremely popular! Storytime To-Go Kits were rolled out last month and were also well-received. The To-Go Kits are intended to take the place of the Story Walk Melissa and staff offered during warmer months.

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

**REFERENCE LIBRARIAN'S REPORT:** The Reference Librarian's Report for December was read. There were a total of 23 reference requests; a mixture of in-person requests, phone requests, and Web form requests. The Book Club meeting for *Caleb's Crossing* was held on Tuesday, December 1<sup>st</sup>, with 10 attendees.

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

**FINANCIAL REPORT:** The Financial Report for December was reviewed. Debbie filed the State Grant (Technology) report at the end of December.

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

**MAINTENANCE:** Several more roof shingles were torn from the building in a winter storm. They have since been repaired. The library will need a full roof replacement in the near future.

**FOUNDATION NEWS:** The Foundation is in transition, searching for a new President. There is renewed interest in the Library's goals, which the Foundation will fund.

**FRIENDS NEWS:** The Friends have been very active! There will be three tiers of membership now, with rewards at each level. There are several fundraisers and events being planned for 2021. The 2020 Holiday Ornament sold well.

**NEW BUSINESS:** The annual Conflict of Interest Training and signature receipt documents are due in May.

Sean mentioned COVID-19 vaccination and there was some discussion about whether or not the library staff will be offered the vaccine through the Town or whether they will be on their own to be vaccinated, should they wish to be. We'll stay tuned.

The next meeting of the Board of Trustees will be held on Thursday, February 11, 2020 at 6:30pm.

Sean moved to adjourn the meeting, Mary Beth seconded. The meeting was adjourned at 7:13 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary