

# **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for June 17, 2021*

**ATTENDING:** Mary Beth Courtright, Larissa Curley, Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick, Jill Taylor, and Deborah Wall (Library Director).

Larissa Curley, Chairperson, called the meeting to order at 6:55 P.M. The minutes of the May meeting were read. Mary Beth made a motion to accept minutes as written, Sean seconded, and it was so voted.

**OLD BUSINESS:** Curbside pickup has dwindled, but it will continue to be offered. Furniture was returned to the library floor and the building has re-opened. Trustees discussed limiting the capacity of the Trustee's Room and agreed upon a 10-person capacity limit, going forward.

A "Food for Fines" Amnesty will be held from June 28 to August 20<sup>th</sup>; patrons can bring back overdue materials and bring a donation to the Food Pantry in order to have their fines waived. Jill inquired as to whether or not SAILS software has the ability to send notifications to patrons who have fines in the system; perhaps we could send a mass notification to them, notifying them about the Amnesty? Debbie will look into it.

Discussion was held on the topic of going fine-free. If implemented, some items would still trigger fines when overdue (Library of Things, Museum Passes, mobile hot spots, etc.).

Sean motioned to move the library into fine-free status, effective immediately. Jill seconded, and it was so voted. The Pembroke Public Library is now fine-free!

The Town Manager contacted Debbie about the library's planned Town Meeting article regarding increased waged rate for Aides, asking her to withdraw the article. He plans to perform a salary study in August, which will lead to fair and equitable adjustment of staff wages. The library will withdraw the Article in good faith. The Articles to address painting and sidewalk repair needs will still be on the table at Town Meeting.

**DIRECTOR'S REPORT:** The Director's Report for May was read. Passports remain steady. Mobile downloads and renewals have doubled since this time last year.

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

**YOUTH SERVICES REPORT:** The Youth Services Report for May was read. The first in-person workshop in over a year was held in May! Big Ryan returned to kick off a 6-week "Raising A Reader" workshop. Summer Reading begins on June 28, 2021.

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 May was read. There were a total of 21 requests in May, including 8 technology requests (how to use the SAILS app, getting started with Tutor.com, how to download books to a Kindle, etc.)

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

**FINANCIAL REPORT:** The Financial Report for May was reviewed. Sean moved to accept the Financial Report as written, Mary Beth seconded, and it was so voted.

**MAINTENANCE:** The roofer has been contacted about the missing/damaged shingles. Some furniture was discovered to have been broken when it was returned to the library floor. Several pieces will need to be repaired or replaced.

**FOUNDATION NEWS:** Bob DeMarzo is officially the President of the Foundation. He's been busy working with several other key players to shift the Foundation onto a productive path.

**FRIENDS NEWS:** The Book Sale was last Saturday, and the Friends raised \$2,000! Shaw's chose the Friends as their charity of the month, recently, and were just chosen for a second time! A donation to the Friends will be made for each purchase of a reusable bag at Shaw's in Hanson.

**NEW BUSINESS:** Debbie has announced her intention to retire, this September. Discussion on basic requirements and timelines was had; obviously more discussion and action will follow.

The next meeting of the Board of Trustees, to delve into details on the search for a new Director, will be held on Thursday, July 1, 2021 at 6:45 P.M. The customary monthly Trustee meeting will follow, on July 8, 2021 at 6:45 P.M.

Jill moved to adjourn the meeting, Sean seconded. The meeting was adjourned at 8:44 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary