

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for August 12, 2021

ATTENDING: Kathy Benvie (Assistant Library Director), Larissa Curley, Sean Fitzpatrick, Jill Taylor, Deborah Wall (Library Director), and Carol Watches.

Carol Watches, Chairperson, called the virtual meeting to order at 7:41 P.M.

DIRECTOR SEARCH: The Search Committee has revised their role and is now tasked with studying the job description, reviewing applicants, conducting preliminary interviews, and recommending finalists to the Board of Trustees for a decision. Larissa moved to accept and move forward with this revision, Jill seconded, and it was so voted.

Applicant pool was three candidates. Search Committee recommended Trustees re-open the job posting for position of Library Director and leave the post open “until filled”. Jill made a motion to re-open the job posting, Sean seconded, and it was so voted.

The Search Committee will meet again next Thursday, August 19, 2021.

OLD BUSINESS: The minutes of the July meeting were read. Sean made a motion to accept minutes as written, Larissa seconded, and it was so voted.

Curbside pickup requests have dropped off dramatically, as more patrons are coming inside, in person. Passport applications have increased (121 applications in July)!

DIRECTOR’S REPORT: The Director’s Report for July was read. Debbie is working to tie up as many things as she can in advance of her upcoming retirement. Circulation is way up and almost back to pre-Pandemic numbers.

Open seats on the Board of Trustees: Carol asked the Trustees to consider possible candidates for the open Trustee seat, should none present themselves.

The Young Adult and Children’s circulation numbers were juxtaposed on the report.

Larissa moved to accept the Director’s Report as clarified, Sean seconded, and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for July was read. Outdoor story time was extremely popular, with 88 children and teens attending (with 58 of their adults). Several new volunteers have started at the library; there were 9 volunteers in July.

Jill 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 July was read. There were a total of 29 reference requests in July, including 10 technology requests.

Carol inquired as to whether or not the library has enough Agents on hand to process Passport applications, as the number of applications continues to increase. The library may need to have additional staff trained to become Passport Agents.

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

FINANCIAL REPORT: The Financial Report for July was reviewed. Highlighted figures are estimates. Town Hall has not yet released adjusted salary amounts for part-time staff.

Reminder, to remain accredited, the library's book line must amount to 15% of the library's operating budget. There also must be an overall 2% budget increase, every year.

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

MAINTENANCE: The fire alarm and sprinkler system were tested. The sprinkler system came back with a report specifying the meeting room gauges need to be replaced. Debbie asked the sprinkler company to quote the work.

FOUNDATION NEWS: Bob has brought in new members to the Foundation. An architect visited the library to start the process of evaluating possible expansion options.

FRIENDS NEWS: The Friends met on Tuesday night. The membership prices have increased just a bit. There will be a Basket Raffle this fall.

NEW BUSINESS: Debbie has compiled a list of Capital needs, rated in order of highest need. The top items on the list include sidewalk and parking lot repair. The Town Manager has received the rated list. There will be some Capital requests on the Town Meeting Warrant.

The next meeting of the Board of Trustees will be held on Thursday, September 9, 2021 at 6:45pm.

Larissa moved to adjourn the meeting, Sean seconded. The meeting was adjourned at 8:56 P.M.

Respectfully submitted,

Jillian Taylor
Secretary