

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for September 15, 2021

Attending: Carol Watches, Mary Beth Courtright, Sean Fitzpatrick, Larissa Curley, Jill Taylor (by phone), Deborah Wall (Library Director), Kathy Benvie (Assistant Library Director), Melissa McCleary (Youth Services Librarian)

Carol Watches, Chairperson, called the meeting to order at 7:23 PM.

Meeting opened with an update from the search for a new Director. The Search Committee has interviewed 2 candidates at this point with a 3rd scheduled tentatively for the 28th. There have been candidates who were passed on. The interview on the 28th is due to scheduling conflicts with the committee. It was determined that the Board should move to Executive Session to continue the discussion

Larissa moved to move to executive session. Sean seconded. Trustees voted and the meeting was adjourned to executive session at 7:30 PM. Executive session was concluded at 8:00 PM

The minutes of the August meeting were read. Larissa moved to accept meeting minutes from August, Sean seconded, and it was so voted.

Old business: The library is reopening September 17th.

The Board is still looking to fill open seats. No one has been able to recruit anyone for the open seat. A recruitment notice will be posted on the website. Deb is looking into whether there is a form for any interested applicant to fill out.

Capital Needs: Deb submitted a detailed list, was told late she needed to submit all requests with prices by Friday. She went through for things prices that were already known. New plungers \$3600, New carpet in the children's section \$18,000. Book drops for 2: \$11,000. Those are the three items that were submitted to Town Hall, waiting to see if they are on the warrant.

Director's Report: The Director's Report was read. There is an update to the computer use section as the numbers were off, Deb will update. We have seen an increase in passports. Deb's retirement letter was included in the report and was officially read. Mary Beth motioned to accept, Larissa seconded and it was so voted.

Youth services: Teen volunteer capacity will be reached. Melissa will be put in charge of the library social media pages (this was mentioned not part of the YS official report). Larissa moved to accept, Mary Beth seconded, and it was so voted.

Reference Librarian's report: We are dropping Tooda.com. Trying to get NY Times. This requires an update to the Comcast line due to a need for a static IP. Comcast updated without telling anyone so internet was dropped for part of the day (9/15). Should be working now, but WiFi may still be affected. Sean moved to accept, Jill seconded and it was so voted.

Financial report: Unable to see the salary numbers. Town Hall did not provide the correct information. Passport money increased substantially. Did not put the money in for the sidewalk that was voted at town meeting. That is not technically ours to spend as it is part of the project. Public copier we have had

for 6 years needs repairs and according to the vendor told not worth it. All town buildings are getting away from these. A lease for 2 machines (internal use and public use) has been signed with Kiosara. We need to ask for more money next year in the budget for the purchase and services for the leases (\$200/month). Also need money for an increase in the Comcast bill (\$40). Kiosara will provide money to cover the new machine and take the old one away. This was just signed today. Mary Beth moved to accept, Larissa seconded and it was so voted.

Maintenance: The carpet needs to be washed. This is being delayed until we have the new director because it is better to clean after the heat is on. The roofing company was called regarding loose shingles. A tree company (Nukeem) was called regarding a tree in the back that lost a large branch. They are coming out on the 28th to look at the tree for possible removal.

Friends News: will have the basket raffle starting 10/2, running until Halloween. Tried to get them to do a book sale too, but they will likely be done as separate events, starting the week after. Some movement on the Friends, with the chair possibly stepping down. A membership push is ongoing.

Foundation News: New members have joined. Bob met with the accountant, and they are officially a charity again.

New Business: We have lost multiple people over time to a neighboring library. They have more opportunities to recruit people. Town manager is working on a wage study but has not talked to Deb yet. Article to raise wages may be on warrant. Developing a position in the young adult dept that could be about 25-30 hours a week, which could really be beneficial for the dept, but needs to be fairly compensated and benefited. Carol will send out the resume for the Director candidate to be interviewed. Carol asked trustees to consider what we would consider success. We need to review language in contract regarding the one year probationary period in a 3 year contract.

We will not have a director by 10/1, so Kathy will need to be the interim director starting 10/2 until such time as it is filled. Sean motioned, Larissa seconded, and it was so voted.

Motion to move meeting day of the week to the 2nd Wed each month. Mary Beth motioned, Larissa seconded, and it was so voted. Meetings will now be on Wednesday.

Sean moved to adjourn, Mary Beth seconded. The meeting was adjourned at 8:48.

Respectfully submitted,

Sean Fitzpatrick