



## **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for April 19, 2023*

**ATTENDING:** Kathy Benvie (Interim Director), Melissa McCleary, Stephanie McBain, Mary Beth Courtright, Larissa Curley, Sean Fitzpatrick (Chair), Stephanie Ciciotti (via Zoom), and Carol Watches.

Sean Fitzpatrick, Chair, called the meeting to order at 7:05 P.M.

**MINUTES OF PREVIOUS MEETING:** The open meeting minutes from March 15<sup>th</sup>, 2023 meeting were reviewed. Larissa made the motion to accept the meeting minutes as written. Mary Beth seconded. Review of the meeting minutes from March 21<sup>st</sup>, 2023 Mary Beth proposed that we amend the meeting minutes regarding the job posting for Assistant Director to ensure we were following proper procedures with the posting. Stephanie C. will make the adjustment. Mary Beth made a motion to table the minutes from the 21<sup>st</sup> until corrections were done and then approve at next meeting. Sean seconded, and it was so voted.

**OLD BUSINESS:** Parking lights are working. Kathy walked to the exterior of the building with the custodian and created a list of things that needed tending. Capital request needs to be clarified due to some confusion on what was submitted previously.

A leak started on Friday afternoon in the HVAC system. Currently waiting to be fixed but HVAC company came to shut off in the meantime. Scuppers are a problem, some were previously taken apart. We need someone to come repair, or we could possibly wait, roof is potentially on fall meeting town warrant.

The building will need paint and windows, it is scheduled to be on a future town warrant.

Landscaping work and stone is needed, waiting to hear when it can be delivered. Continued deterioration of the skirting around the library. When DPW mows the lawn, they may be hitting the corner.

Mary Beth asked about any damage when the HVAC sprung a leak. The technician removed standing water and Stephanie M. tarped area with buckets and there was fortunately no damage below.

**YOUTH SERVICES REPORT(S):** Youth Services report for March was reviewed. Melissa is working on customizing our SAILS catalog landing page. Sean asked about Read Across America – NPES wanted 7-9 visitors to read to students, in a single school day. Melissa was one of them, she

read to about 127 students. Carol moved to accept the report as written, Mary Beth seconded, and it was so voted.

**REFERENCE LIBRARIAN'S REPORT(S):** The Reference Librarian's report for March was reviewed. Mary Beth moved to accept the Reference Librarians report as written, Carol seconded, and it was so voted.

**DIRECTORS REPORT(S):** Visitor count has jumped significantly, a lot more activity which is great. Stephanie C. asked if the upward trend in visitors affected any grants, we could possibly be eligible for.

Kathy says we received the second half of the state aide, town accountant notified Kathy and asked how it should be divvied up. Working on getting a better picture of the capital.

Staff are working on a new initiative to get the seed library up and running. Mary Beth notes that patrons will bring in seeds to share with others.

Interactive sticker mural was set up originally because of the library road trip; hopes would be to get more visitors to come in and ask for stamps in their passports. Mentioned in newsletter and promoted on Ultimate Road Trip webpage.

Kathy mentioned they are promoting the North Sea Gas Musician group, would love to see Trustees there, bring friends. Want to promote large events like this in the future. Mary Beth moved to accept the Directors Report and Carol seconded, and it was so voted.

**FINANCIAL REPORT(S):** Kathy presented a binder with monthly town hall report, date through February 28<sup>th</sup>, 2023. Due to preparation dates, figures don't always align but Kathy put the closest corresponding report in the binder with the town hall report so that it can be reviewed, and any discrepancies caught. Reports are usually received from the town mid to late in the month. The binder will be kept in Director's office for trustee treasurer, Stephanie C. to review. It will be kept on the table where we sign warrants. Larissa makes a motion to accept the Financials Report and Carol seconded, and it was so voted.

**NEW BUSINESS:** Review of Library Use Policy. Two older policies were combined and updated to the new format we are using for all of our updated policies. The old Standards of Conduct policy was rolled into this policy. Carol felt that wasn't necessary to compare to old policies, however Mary Beth questioned the harassment of staff; do we need to have something in the policy that spells out circumstances when staff could/would call police? Discussion was had and the group felt that it was not necessary to add a specific line regarding police involvement. It is explicit that certain behaviors are not tolerated. Carol is happy to accept as written, but Melissa mentioned that we could add warnings to page 3, 6a. – "anything unlawful will be dealt with by proper authorities". They will review and make any adjustments. Tabled until next meeting.

**STAFFING:** Stephanie McBain has received an offer letter for the new Assistant Director position. A new posting for her old position is being worked on and hope to have it posted ASAP. Stephanie

M. will continue to work in her position until her old one is filled so as to not disrupt the work flow and duties.

Mary Beth had a few questions regarding the Directors contract that she was waiting for Bill to get back to her on to resolve vacation as discussed. Question of 60 day vs 120 day notice regarding termination or exit, thought we had cited 90 but Mary Beth wanted to wait for official answer.

Kathy wanted to make some additional revisions and gave the contract to Mary Beth to discuss with Bill. The contract was drawn up for the full term, not just the one year. Kathy would like to change it to one year which will offer her the ability to renegotiate. There is a new wage study to be done. Mary Beth told Kathy to send directly to Bill the changes/requests and just cc her on them. Bill is on vacation the week of the 24<sup>th</sup>.

A new aide was hired. Someone who was a page previously. Went to MassArt, graduated, and enrolled at Simmons for the Library program. Very excited to have him. Will hire a new generalist librarian.

The next Trustee meeting is scheduled for Wednesday, May 17th, 2023, at 7:00 P.M.

Mary Beth moved to adjourn; Carol seconded; the meeting was adjourned at 8:35 P.M.

Respectfully submitted,

Stephanie Ciciotti  
Treasurer

Amended 5/17/23  
Mary Beth Courtright  
Trustee