



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

Meeting Minutes for June 21, 2023

**ATTENDING:** Kathy Benvie (Director), Mary Beth Courtright, Larissa Curley, Sean Fitzpatrick (Chair), Stephanie Ciciotti, Linda MacDonald, Stephanie McBain, Laura Donahue, and Melissa McCleary.

Sean Fitzpatrick, Chair, called the meeting to order at 7:06 P.M.

**HEAD OF TECHNICAL SERVICES WELCOME:** Laura Donahue was welcomed as head of technical services department. Laura is very good at organizing and arranging. Laura is a consultant on cookbooks one of her many talents and will be purchasing a pasta maker and creating cooking demonstration videos for our website. Laura is now the supervisor coordinator for passports. We all welcomed Laura.

**MINUTES OF PREVIOUS MEETING:** The amended minutes from April 19, 2023 were reviewed. There were several corrections. Mary Beth made a motion to accept the changes and Stephanie C. seconded, and so it was so voted. The open meeting minutes from May 17th, 2023 were reviewed. Stephanie C. motioned to accept the minutes and Larissa seconded, and so it was voted.

### **OLD BUSINESS:**

**Building Updates:** Kathy reported that she spoke to the town manager about the HVAC and the company suggested preventative maintenance to be put off for now. He will revisit the preventive maintenance question in July. Painting will also be done an account at Rocky's Ace has been set up for paint purchases. Children's room to be carpeted in the fall/winter months when it slower may need to close the room down for a couple days. Technical issues with computers have been restored. Looking for estimates with construction and cleaning services.

**YOUTH SERVICES REPORT(S):** Chicken theme event. Craft for teens/adults. Storytime for ages 8-12 and an escape room rescue egg event. Mary Beth moved to accept youth services reports and Stephanie C. seconded, and it was so voted.

**REFERENCE LIBRARIAN'S REPORT(S):** The Reference Librarian's report for May was reviewed. The 80's for Brady was very popular. Reference section being moved. Adult reading program for the summer. Stephanie C. moved to accept the Reference Librarian's report as written, Larissa seconded, and it was so voted.

**DIRECTOR'S REPORT(S):** Weeding out old books. Moving large print books to the front of the library. Books that are out dated will be sold. 397 students at the Hobomock school visit explains a big jump with youth attendance in May. Larissa moved to accept the Director's report and Mary Beth seconded, and to was so voted.

**FINANCIAL REPORT(S):** Kathy stated that the balance is looking good this year. Kathy will check in with town accountant next week. Sean asked if the \$2400.00 in fines includes lost items replacement. Money carried over will be spent on books in the next week or so. Passport money also being spent for books. Mary Beth asked if grant funds need to be spent, Kathy says no. Stephanie C. asked Why haven't we used grants. Kathy replies that the NRC paid for boxes in the attic, Sails memberships, and tables for meetings. Kathy states we will leave money for bigger projects. Stephanie C. moved to accept the Financials Report, Mary Beth seconded, and it was so voted.

## **NEW BUSINESS:**

**Generalist Library Hired:** Peter Santore was hired from New Hampshire and will be starting July 3, 2023. Three candidates were interviewed hoping to get someone soon. Kathy stated we are looking for cleaning companies as well. In the meantime staff is helping with the trash, tables, and cleaning restrooms. July 1, 2023 will revert positions back but will take some time. We would like to see a part time Aide librarian level 1 hired. This will be a 19 hour position.

**Attendance for staff at Trustee meeting:** Kathy asked if it necessary for Melissa to be at the Library Board of Trustee meetings as the Assistant director will now be attending? Stephanie C. says lets discuss this now, so we did. Melissa said she likes having her time here but does not feel like she is needed at meetings. If we

need her she will come. Melissa is dismissed from Library Trustee meetings and we all agreed.

**Meeting room table and chairs update:** Kathy accepted gifts at the selectboard meeting from the Friends of the Public Library and the Pembroke Library Foundation. We have accepted new chairs and storage carts.

**Incident in the library bathroom:** Kathy mentioned that young boys middle school ages went into the boys restroom and urinated on the stalls. The police were called. Hopefully with the community center being built there will be more activities for them to stay out of trouble. These young adults are welcome at the library but need to be respectful.

**No meeting in July 2023.**

**COA building update:** Stephanie C. asked about the use of the COA building. Kathy is thinking of some suggestions to use the COA. Parking is a problem so this will be discussed. Stephanie C. says that moving the children room is not an option but maybe as a study space, meeting room, these are some great options. Kathy talked about staffing and our limitations. Sean suggested maybe an area for passports. Kathy states she could reach out to Bob DeMarzo for an update.

The next Trustee meeting is scheduled for Wednesday, August 16, 2023 at 7:00 P.M.

Mary Beth moved to adjourn; Stephanie seconded; the meeting was adjourned at 8:10 P.M.

Respectfully submitted,  
Linda MacDonald  
Secretary