

PEMBROKE LIBRARY TRUSTEES

February 12, 2015

Attending: Larissa Curley, Karen Wry, Jill Taylor, Mary Beth Courtright, Deborah Wall (Library Director), Melissa McCleary (Youth Librarian)

Jill Taylor, Chairperson, called the meeting to order at 7:09pm. The minutes of the January meeting were read. Old Business was corrected to read that the increase to the fine ceiling was by \$10.00, to a maximum amount of \$35. A grammatical correction was made to the Reference Librarian's section. Spelling corrections were made to Linda McCollum's and Mary Beth Courtright's names. The last paragraph was amended to show Jill "will submit" the Annual Report. Mary Beth moved to accept the minutes as corrected, Karen seconded, and it was so voted.

OLD BUSINESS: Elaine Spalding is not able to continue as secretary. It was discussed and decided that the task could alternate among trustees for the time being. The issue will be reviewed when we have a full board present. Mary Beth will be responsible for the minutes this month.

DIRECTOR'S REPORT: January had a very snowy last two weeks, the library was closed one day, and closed early on several days. This definitely impacted circulation which was down by over 1,000. Museum passes were used the same amount as last January. Both adult and youth programs were well attended, positively impacted by those same snow days. The position for Head of Circulation was posted, and three in-house interviews scheduled. The report for January was approved. Mary Beth moved to accept the Director's Report, Karen seconded, and it was so voted.

YOUTH SERVICES REPORT: In spite of the snow, attendance was strong, especially at the Storytime with Anna. The children were delighted with this young "Frozen" star. Two programs expected to be popular, Anime and the Creative Coffee House, had little or no attendance, but the Teen Advisory Group is still strong and planning new events. Melissa has been viewing webinars to increase her programming skills. She also is preparing for writing the Science is Everywhere, STEM grant for the library. Larissa moved to accept the report, Karen seconded, and it was so voted.

REFERENCE LIBRARIAN REPORT: Jane reported a busy month, with 9 ready reference questions, and 162 in-depth questions. Kindle, iPad and Surface Pro 3 setups were especially popular. Book displays were well-received, and the PPL Book Club may have a new leader. Teen Tech Squad will return, along with several music, movie, iPad, and Excel programs. Karen moved to accept the report, Larissa seconded, and it was so voted.

FINANCIAL REPORT: Deborah would like to purchase a Surface Pro 3, as it is a popular tablet with our patrons. She is looking for a good price on a "bundled" deal. Discussion followed on possible sources for the funds for this purchase. Deborah would also like to hire an engineer to look at the many building issues: roof leaks, scuppers, gutters, HVAC, and termites. The Town of Pembroke now has a grant for green energy through which the library may be able to get help. Mrs Darling is loosening the restrictions on the Allison Darling Fund, and the library may be able to use some of the funds to purchase new furniture for the Children's Room. Mary Beth moved to accept the report, Larissa seconded, and it was so voted.

MAINTENANCE: The extreme snow conditions have exacerbated the roof leaks and freezing gutters which have been problems since 2004. The land adjacent to the building may need to be regraded to stop some leaks. Another (expensive! \$10-15,000) solution would be to install an inside french drain. The front door handicap access button had to be repaired (again!).

FOUNDATION NEWS: The Foundation has an email account: foundation@pembrokepubliclibrary.org. They will also have a page on the new library website.

NEW BUSINESS: A new committee has been formed to work on a revamp of the library website. The goal is to be ready by the start of the summer reading program. In addition to the Foundation, the Friends

will have a page of their own.

Spring Town Meeting is approaching. Capital expense items will be saved for the fall meeting. Deborah may add a request for the Reference Librarian to move from part-time to full-time.

Plans for Linda McCollum's retirement party have begun. There will be Chinese food, cake, and presents. The Trustees will contribute to the event on March 13.

Kathy Benvie accepted the offer of the position as Head of Circulation.

Meeting was adjourned at 8:40pm.

Respectfully submitted,
Mary Beth Courtright
Trustee