

PEMBROKE LIBRARY TRUSTEES

November 12, 2015

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

The meeting was called to order at 7:09pm. The minutes of the October meeting were read. The Youth Services Report was corrected to read that the September report, not the June and July reports, was accepted at the October meeting. Mary Beth moved to accept the minutes as corrected; Larissa seconded, and it was so voted.

OLD BUSINESS: At the fall Town Meeting, residents approved funds needed to complete the painting of the outside of the library. Deborah will schedule this when the weather is suitable. She will see if she needs to request additional quotes, or if she can continue with the company that recently completed the painting and repairs on the front of the building.

Staff have been hired to replace those who moved on. The new Reference Librarian is Stephanie McBain. Two Library Aides have also been hired. All new hires start work on Monday, November 16, 2015.

DIRECTOR'S REPORT: The Director's Report shows circulation is up from this time in 2014. Bookmyne renewals and holds, nonresident borrowing, adult programing and attendance, computer use, and meeting room use are all up. Popular programs include adult coloring, the Mass Murder author presentation, and the photography workshop. Good news continues: all state forms are filed, and the library meets the state minimum standards for full certification this coming fiscal year. This is wonderful to hear when funds are tight. The library will be the recipient of several Green Community Grant initiatives including an HVAC overlay system and new LED lighting which will be energy efficient. Jill moved to accept the Director's Report, Elaine seconded, and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report shows strong attendance at many of the 36 program offerings. Especially well-received and attended was the Tiptoe Trick-or-Treat, which allowed for library exploration along with color and number practice for the younger participants. Community outreach continued with a spooky storytime at Bryantville and N. Pembroke Elementary schools, and local preschool visits. Melissa was able to attend the S.S. Young Adult Roundtable and the LSTA Grant Workshop for librarians awarded STEM/STEAM grants. Mary Beth moved to accept the Youth Services Report, Larissa seconded, and it was so voted.

REFERENCE LIBRARIAN REPORT: None at this time.

FINANCIAL REPORT: The Financial Report looks good. All funding accounts are up to date. Funds for the emergency generator are now included. Deborah is researching digital security cameras for the building. Quality of pictures is much improved. It may be possible to get a "build on" system so we can start small and add cameras as funds become available. Jill moved to accept the report, Mary Beth seconded, and it was so voted.

MAINTENANCE: Deborah has prices for painting the lobby. She is also checking into carpeting prices. The carpeting quotes received so far are high. The Library will be using a good share of the funds received by the Town for HVAC improvements. Valves in the HVAC system and

thermostats will be replaced. The system and controls will be accessible through the internet. This will allow for remote access. Deborah just learned that a static IP will be needed, as well as access through our firewall (which we don't currently have). Deborah does not yet have a price for this.

Our electricity bill for lighting currently runs \$2400-3000/month. Guardian Energy Management Solutions claims we can save \$982/month with a lighting upgrade. We will have to document the actual expenses. The total cost for the lighting upgrade is \$71,305. After a utility incentive and an offset from Green Communities, the cost to the Library will be \$34,197. This will be paid for with a 0% loan over 3 years at \$950/month. All lights, except the can lights, will be replaced with LEDs. Bulbs should last longer at 8-10 years each.

FOUNDATION NEWS: A brochure is still in development.

NEW BUSINESS: Deborah will ask the Town Administrator and Advisory Committee for additional funds for our budget. SAILS membership cost is increasing, and state aid is decreasing. We usually meet the minimum standards for book purchases, but this year, we will need to request more funds for this purpose.

The Friends of the Library are struggling with low membership. They will not be able to support the Library as in the past. No big ticket items are expected for this year. Loss of this aid will impair our ability to meet state minimum spending requirements.

Deborah has been researching library staff salaries with surrounding libraries and other town departments. Salaries for our staff are approximately \$2/hr. less than at other departments and libraries.

Meeting was adjourned at 7:55pm.

Respectfully submitted,
Mary Beth Courtright
Trustee