

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for May 14, 2020

ATTENDING: Kathy Benvie (Assistant Director), Mary Beth Courtright, Larissa Curley, Lyn Dionne, Sean Fitzpatrick, Melissa McCleary (Youth Services Librarian), Jill Taylor, Deborah Wall (Library Director), and Carol Watches.

Larissa Curley, Chairperson, called the virtual meeting to order at 6:50 P.M. Larissa read Governor Baker's March 15th order regarding Open Meeting Law and virtual board meetings. The minutes of the March meeting were read. Mary Beth made a motion to accept minutes as written, Carol seconded, and it was so voted.

OLD BUSINESS: Town Meeting has been rescheduled to Tuesday, June 16th and town elections have been rescheduled to Saturday, June 20th.

Town Accountant asked the library to restrict spending and cut \$30,000 from its budget. Deb will make every effort to meet that goal.

The Massachusetts Board of Library Commissioners has shut their books (in terms of State certification) as of March 13th. There will be no negative effect on certification due to library underfunding or the potential shelving of Capital requests due to the impact of COVID-19.

DIRECTOR'S REPORT: The Director's Report for March was read. Traditional circulation was down this month, as expected, since the library closed mid-March due to the Pandemic. Mobile renewals were up, however. Jill moved to accept the March Director's Report as written, Mary Beth seconded, and it was so voted.

The Director's Report for April was read. The library building was closed to the public this month and, not surprisingly, circulation numbers were down. Library staff has been making good use of web-based options and social media, and have engaged with patrons that way.

The Director's Report for April was amended to read "A fuller Youth Services and adult report is attached", replacing "A fuller Youth Services and adult report are attached". Mary Beth moved to accept the April Director's Report as amended, Lyn seconded, and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for March was read. Melissa will continue holding story time online. Youth sections of the website have been streamlined and updated, and there's now a COVID-19 section on the library's website. Mary Beth moved to accept the March Youth Services Report as written, Sean seconded, and it was so voted.

The Youth Services Report for April was read. Virtual programming included online story times (pre-recorded and on Facebook Live) and virtual visits with a Therapy Dog. Melissa is planning to move a story time to the evening; those will be called "Pajama Storytime". Jill moved to accept the April Youth Services Report as written, Mary Beth seconded, and it was so voted.

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for March was read. Mary Beth moved to accept the March Reference Librarian's Report as written, Lyn seconded, and it was so voted.

The Reference Librarian's Report for April was read. Stephanie held a virtual Book Club meeting and a virtual poetry event this month, and continued to work on projects for Summer Reading. Mary Beth moved to accept the April Reference Librarian's Report as written, Jill seconded, and it was so voted.

ASSISTANT DIRECTOR'S REPORT: The (new!) Assistant Director's Report for March was read. Mary Beth moved to accept the March Assistant Director's Report as written, Jill seconded, and it was so voted.

The Assistant Director's Report for April was read. Staff members have been working remotely, for the most part. There have been training opportunities available for all, and collaboration on the Newsletter and ideas for virtual programming. Jill moved to accept the Assistant Director's Report as written, Sean seconded, and it was so voted.

FINANCIAL REPORT: The Financial Report for March was reviewed. Jill moved to accept the March Financial Report as printed, Mary Beth seconded, and it was so voted.

The Financial Report for April was reviewed. Mary Beth moved to accept the April Financial Report as printed, Lyn seconded, and it was so voted.

MAINTENANCE: A small amount of lighting and electrical work has been completed. Painting cannot be finished until the library building reopens to the public.

FRIENDS NEWS: Book & Bake Sale has been postponed to the end of May (and will likely be postponed again).

FOUNDATION NEWS: No news to report.

NEW BUSINESS: Library staff hit the ground running when the Pandemic forced the closure of the building. An application for roughly \$11,000 in COVID-19 aid was submitted to the State.

Discussion on temporary suspension of the meeting room policy/meeting room use. Mary Beth made a motion to suspend the policy and the room's use, as well as to amend the policy in the future, Lyn seconded, and it was so voted.

Trustees reviewed and approved Deb's drafts of the library's Reopening Plan and Curbside Pickup Plan. Home delivery may also come into play, with the COA making the deliveries.

Fiscal Year 2021 budget has not been firmed up yet. Town Meeting must be held before the budget can be set. Town Accountant is unsure of what, if any, State funds we will receive.

The next meeting of the Board of Trustees will be held on Thursday, June 11, 2020 at 6:30pm.

Mary Beth moved to adjourn the meeting, Lyn seconded. The meeting was adjourned at 8:10 P.M.

Respectfully submitted,

Jillian Taylor
Secretary