

PEMBROKE LIBRARY TRUSTEES

May 12, 2016

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

Karen Wry, Chairperson, called the meeting to order at 7:35pm. Meeting was delayed while waiting members stuck in traffic. The meeting was video taped for Pembroke Town News on You Tube.

The minutes of the March meeting were read. (There was no April meeting due to lack of a quorum. Many trustees were ill.) Larissa moved to accept the minutes, Jill seconded, and it was so voted.

OLD BUSINESS: The FY17 budget was approved at Town Meeting. The amounts are sufficient for the library to continue to offer current services to the community, and to remain open on Sundays. The town also approved the position of Assistant Library Director. Kathy Benvie has been doing the work of the Assistant Director, so this is excellent news. The library will continue to be open three more Sundays before the summer schedule.

DIRECTOR'S REPORT: The Director's Report for March was read. Non-resident borrowing was up, as was the number of items Pembroke resident borrowed from other libraries. The library is newly subscribed to Advantage ebooks and audio, both of which already show use. We will no longer subscribe to Tumblebooks. The History Room was used three times in March, which is unusually high. Deborah commented that there was no rhyme or reason as to when the room will be used. Stephanie, our Research Librarian has been checking on ways to pique interest in use of the room, and has been posting ideas on the website. Referencing historical items, Deborah mentioned her collection of old book plates and pockets and the sayings printed on them. She plans to show them to the Trustees at a future date. The copier purchased for the library staff by the Friends is working well, and is a wonderful and much needed addition.

The Director's Report for April was read. New carpet squares installed in the meeting room look great. The tiles will also be easier to replace when necessary. Everyone is also commenting on the new lighting in the Trustees Room and in the whole library. The new lights brighten all areas and can be controlled remotely. The Town-Wide Read this year is *The Martian*.

Jill moved to accept both Director's Reports, Larissa seconded, and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for March was read. STEM activities were popular. Six teens participated in the Teen Con South at Tufts Library, Weymouth. A good time was had by all. Next, the Youth Services Report for April was read. Program attendance was a bit lower, although the YA Lounge was used a lot. Melissa showed pictures of the Galactic Oreos made by some of the children. Board games are very popular with this age group, with Candy Land and Apples to Apples being the most popular. Melissa also recently purchased Chutes and Ladders. Kidbridge preschool displayed their students' artwork in the Craft Room, and many new patrons came in during the Open House to see the children's work. Mary Beth moved to accept the Youth Services Report, Larissa seconded, and it was so voted.

REFERENCE LIBRARIAN REPORT: The Reference Librarian's Report for March was read. It is good to see the number of reference questions increasing from month to month. Patrons are discovering Stephanie's expertise. Many programs are planned for March and April, including a

number of adult activities. We talked about how documentary and independent movies have not been well-attended. Jill suggested Monday evenings, but these tend to be very busy for people.

The Reference Librarian's Report for April was read. Again, there was an increase in reference questions. There are a wide variety of topics: genealogy, computer file organization, spreadsheet creation, research, and historical research to name a few. *The Martian* is scheduled to be shown on May 24. Popcorn will be served. We discussed space food, and the youth Librarian told us about the kids adding water to a dry pudding mix to simulate what astronauts do. Jill moved to accept both reports, Larissa seconded, and it was so voted.

FINANCIAL REPORT: The FY16 reports for March and April were reviewed. Electricity is still high, but the cost is expected to decrease as the new lighting system lowers the kw usage. Deborah has been setting the lights below the norm, but the library is still quite bright. Jill and Deborah discussed keeping track of electricity usage and cost. Air conditioning is also a big expense, and we are headed into the warm season. The large units on the roof are expensive to operate. They are expected to run more efficiently now they have been repaired. Library Supplies has gone over budget due to the purchase of more expensive supplies and the LED bulbs, which are more costly to purchase, but last longer and use less electricity. Custodian costs will be changing. In the income category, additional state aid we are receiving should show up in the May report. The Fines Balance is a concern as it is very low and not growing. Automated reminders to borrowers is cutting down on the number of overdue books. To cover this shortfall, additional book funds were requested in the FY17 budget. Jill moved to accept the reports, Larissa seconded, and it was so voted.

MAINTENANCE: The Meeting Room was re-carpeted. The higher quality carpeting only cost a few hundred dollars more than the cheaper brand, but is expected to stand up longer to the high foot traffic. Our current cameras don't do the job we need. We have to scale back the purchase of new cameras, though, as we just paid for HVAC repairs and the new lighting. Staff commented how nice it is to have the dumpster and other containers gone. A few new lights are still needed in the History Room and the Kids' Corner (current pendants will be removed).

FOUNDATION NEWS: Deborah is meeting with the Foundation Board to go over paperwork as the current chair wishes to leave the Board. We are aware of someone who is interested in joining the Foundation, and they are currently reviewing the paperwork and expectations of the Board.

NEW BUSINESS: Town Elections will be held May 14. Hsiu-Ann Tom is expected to be our new Trustee as she is running uncontested. The Town Read for May is *The Martian*. Some of the science discussed in the book can be hard to read, but the main character is a lot of fun. Summer Read starts June 27 and runs through August 12. Trustee Karen Wry was thanked for her years of service on the Library Board.

Meeting was adjourned at 8:24pm.

Respectfully submitted,
Mary Beth Courtright
Trustee