

Town of Pembroke Board of Library Trustees

Meeting Minutes

August 18, 2016

I. Call to order

Courtright called to order the regular meeting of the Board of Library Trustees at 7:18PM on August 18, 2016 at the Pembroke Public Library.

II. Roll call

The following persons were present: MaryBeth Courtright, Larissa Curley, Lyn Dionne, Jillian Taylor, Hsiu-Ann Tom, Deborah Wall, Melissa McCleary, Kathy Benvie. Guests: Marie Peeler (Pembroke Public Library Foundation), Mary Doller, Maryann Haen (Mattakeesett Garden Club of Pembroke). Absent: Elaine Spalding

III. Guest Presentations

a) Assistant Director – Kathy Benvie

Board recognizes and welcomes Benvie to new role as Assistant Director of Library.

b) Mattakeesett Garden Club of Pembroke – Blue Star Memorial

Club seeking Board approval to install memorial marker (12"x20") honoring service of past, present and future military service members on island in front of library in space already maintained by Club. Doller and Haen presented nationwide history of Program as a means to beautify highways and welcome returning military service members. Club will assume all costs of installation and weekly maintenance of the memorial and surrounding landscaping. Goal is installation by Veterans Day. Board discussed maintenance, presentation, visibility, safety and ongoing costs associated with participation in the project. Presenters departed. Board discussion followed.

Tom motions for provisional acceptance of project proposal contingent upon acceptable agreement from Club detailing its responsibilities in funding and maintaining the memorial. Motion seconded by Taylor. Approved unanimously.

c) Pembroke Public Library Foundation – Marie Peeler, Incoming Chair

Board recognizes and welcomes incoming Foundation chairwoman Peeler. Peeler provided introductory comments including early love of libraries, expectations for governing members, long term succession planning and an invitation for anyone wishing to join in Foundation work. Peeler asked Board to create list of top priorities for Library and benchmarks for measuring success of Foundation. Suggestions discussed included desire to maintain Library certification, possible building expansion, artist in-residence program, collaborative with local colleges and universities, partnering with local businesses, filling gaps in collection, creating marketing budget, revenue generation, raising general awareness. Presenter departed. Board discussion followed. For more information, see:

<http://pembroke.wickedlocal.com/news/20160805/pembroke-public-library-foundation-names-chair>

IV. Approval of minutes from last meeting

Motion to accept electronically submitted minutes by Taylor. Curley seconds. Approved unanimously.

V. Old business

a) Trustee Absence

Spalding continues to be absent for personal reasons.

b) Director's Report for June

Presented by Wall. New 9:30AM early opening well received by staff and public. Anticipated to continue earlier opening hours through Labor Day. Summer Reading program kicked off successfully with good patron participation and new members joining Friends of PPL group. New custodian extremely helpful in maintaining property, addressing areas of concern and identifying future projects. Curley motions accept report. Taylor seconds motion. Approved unanimously.

c) Financial Update for June (end FY16)

Presented by Wall. Deficits where expected. Surplus in natural gas line item. Revenue from fines similar to last year. Many libraries getting rid of fines as revenue stream. Generator costs have been addressed. Small service contract expense shifted to Police Department. Tom motions to accept report. Curley seconds motion. Approved unanimously.

d) Youth Services Report for June

Presented by McCleary. Big events drew large numbers of patrons. McCleary visited all area schools to promote Summer Reading Program. Preparing for STEM grant funded programming in July. PPL now approved host site for "Girls Who Code" and searching for 1-2 facilitators. Individuals interested in facilitating the program should contact the library for certification information. Board congratulates McCleary on second article published in *Library Trends*, Spring 2016 volume. Dionne motions to accept report. Taylor seconds motion. Approved unanimously.

e) Reference Librarian's Report for June

Presented by Wall. Reference requests primarily related to technology and device usage. Program attendance variably with heaviest attendance at Adult Craft Night for July 4th project. Promoting upcoming events on wide range of social media. Report included information on presentation of database resources, creation of new technology binder, Summer Reading program planning. Tom motions to accept report. Taylor seconds motion. Approved unanimously.

d) Director's Report for July

Presented by Wall. Continued discussion of Summer Reading program. Adult registration up from last year at 257 registrants. Programming to continue through August 11th with a large event capping the series. Taylor motions to accept report. Dionne seconds motion. Motion to accept report unanimously approved.

e) Youth Services Report for July

Presented by McCleary. Pokemon Go! program participation ongoing with 80 buttons issued to date. Program popular across age groups with middle school students representing the majority of button seekers. STEM grant sponsored events garnered enthusiasm and good participation. Bright Horizons and Stuffed Animal Sleepover well-attended with positive feedback from participants. Babysitting course to be offered again in the fall. Tom motions to accept report. Curley seconds motion. Approved unanimously.

f) Reference Librarian's Report for July

Presented by Wall. Wireless internet problems persist. Library exploring new contract with different service provider after numerous unsuccessful attempts by current provider to resolve technical issues. Patrons are being encouraged to independently employ newly acquired technology skills to reduce repeated dependency on Reference Librarian. State-run Wandoo system tracking patron usage not user friendly. Summer Reading flyer received 4K+ "likes" on Facebook. Board congratulates department on flyer's effectiveness and broad appeal to public and fellow library professionals. Taylor motions to accept report. Dionne seconds motion. Approved unanimously.

g) Financial Update for July

Presented by Wall. Director working on reconciling Library financial data with Town Hall data. Any discrepancies anticipated to be resolved during review process. Update on Library trust fund from Town Treasurer pending. Tom motions to accept report. Dionne seconds motion. Approved unanimously.

h) Maintenance

Report presented by Wall. Lighting projects in History and Kids rooms placed on hold. Painting to be done by the fall. Director reiterates enthusiastic report for custodian.

i) Next meeting of the Board of Library Trustees will be held on Thursday, August 18th at 7PM.

VI. New Business

a) Fall Town Meeting Articles

Presented by Wall. Director working on three-year projected budget and five-year update to capital needs budget. Big ticket items expected to include requests for additional funding for security cameras, completing carpeting, roof shingles, masonry for stucco foundation repair and staff salaries. Preliminary internal wage study reflects discrepancies between Library and Town Hall salaries. Pembroke library salaries also significantly less than that of surrounding towns. Plans to advocate strongly for full time Reference Librarian position.

b) Trustee By-laws

General discussion by Board. Courtright and Wall to research status of current by-laws. Board to conduct review of policies per State recommendation if needed.

c) Summer Reading wrap-up event and stats

Presented by Wall. General discussion. Programming and events widely enjoyed and well attended by patrons and vendors. Review topic discussion in previous sections.

d) Business/private use of meeting room policy

Presented by Wall. Requests to use meeting room by private, for profit entities a recurring issue. Many groups want to use the space for meetings, lessons, etc. Director reviewed current policy and fee structure. Board asked to consider the policy, fee structure and approved usage. Board discussion included the use of the space as a potential revenue stream, resident and Friends of the PPL discounts, consistency in policy application, avoidance of appearing to endorse private business ventures on library property and usage disclosures. The Board will continue to consider the matter on an ongoing basis and maintain the balance of community space and the interests of private enterprise.

e) Staff name tags

General Board discussion. Wall still working on acquiring name tags. Earlier lanyard samples returned for insufficient break away safety features

f) Ethics packet

Board to review conflict of interest rules

g) Board member folders

Please remember to check folders periodically

VII. Adjournment

Next meeting of the Board of Library Trustees will be held on Thursday, September 8th at 7PM. Dionne motioned to adjourn the meeting at 9:08PM. Curley seconded motion. Unanimously approved.

Minutes submitted by: Hsiu-Ann Tom, Secretary

Approved: By vote of Board of Library Trustees

September 8, 2016