

*Town of Pembroke Board of Library Trustees*

*Meeting Minutes*

December 8, 2016

**I. Call to order**

Courtright called to order the regular meeting of the Board of Library Trustees at 7:05 PM on December 8, 2016 at the Pembroke Public Library. The following persons were present: MaryBeth Courtright, Larissa Curley, Lynn Dionne, Jillian Taylor, Hsiu-Ann Tom, Deborah Wall, Melissa McCleary. Absent: Spalding

**II. Approval of Minutes – November regular Board meeting**

Motion to accept minutes by Curley. Taylor seconded. Approved unanimously.

**III. Old business** – presented by Wall. FY18-20 Budget proposals. Requesting reference librarian position be converted to full time. Budgetary concern increasing as traditional revenue streams like fines decreasing year over year as patrons take advantage of new notification systems to return books on time. Book budget increasing \$4K this fiscal year. Wi-Fi issues resolved with this installation of new access points.

**IV. Director’s Report** – presented by Wall. Discussion followed. Motion to accept report by Taylor. Curley seconded. Approved unanimously.

**V. Youth Services Report** – presented by McCleary. Discussion followed. Motion to accept report by Dionne. Curley seconded. Approved unanimously.

**VI. Reference Librarian Report** – presented by Wall. Discussion followed. Motion to accept report by Dionne. Taylor seconded. Approved unanimously.

**VII. Financial Updates** – presented by Wall. Discussion followed. Motion to accept report by Taylor. Dionne seconded. Approved unanimously.

**VIII. Maintenance** – presented by Wall. Security cameras will be on Capital Plan. Quotes obtained for lighting project in History Room and Kids Corner. Plans to dig a trench around she, run power to shed and pave area around shed. Shopping for new furniture for YA and Children’s rooms. Exterior painting is complete.

**IX. Foundation News** – presented by Dionne. A local artist has been hired to handle branding for the Foundation including logo design and a brochure. Efforts continue to raise funds to support the Foundation and its efforts.

**X. New Business** – presented by Wall. Hot Spot Policy. Discussion followed. Motion to accept by Tom. Dionne seconded. Unanimously approved. Abandoned Property/Lost and Found Policy. Discussion followed. Motion to accept by Taylor. Dionne seconded. Unanimously approved. LSTA Grant – Action planned filed/letter of intent to apply.

**XI. Unscheduled Business** – presented by Wall. Town Government Study Committee Survey comments should be returned to Board Chair by 12/16/16

## **XII. Adjournment**

Next meeting of the Board of Library Trustees will be held on Thursday, January 12th, at 7PM. Dionne motioned to adjourn the meeting at 8:47PM. Curley seconded motion. Unanimously approved.

Minutes submitted by: Hsiu-Ann Tom, Secretary