

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for January 12, 2017

ATTENDING: Mary Beth Courtright, Larissa Curley, Lyn Dionne, Jillian Taylor, Melissa McCleary (Youth Services Librarian), Deborah Wall (Library Director), and Carol Watches (prospective Library Trustee).

Mary Beth Courtright, Chairperson, called the meeting to order at 7:10 P.M.

Minutes of the December meeting were read. Discussion regarding the length of minutes, going forward. Plan to include a little more in-depth information, keeping to roughly two printed pages.

Lyn made a motion to accept the minutes as written, Larissa seconded, and it was so voted.

OLD BUSINESS: FY18 Budget is ready to be presented to Advisory. The meeting will be held at Town Hall on January 17, 2017.

Internet connectivity issues have been resolved. The WiFi setup is working very well.

DIRECTOR'S REPORT: The Consumer Report database is now available for patron use. Adult coloring workshops have ended, due to poor attendance. The library sponsored a pajama drive for the Pembroke Community Christmas project, which provided every family member who signed up with new pajamas.

Circulation has decreased a bit, not only at our library but at most local libraries. eBook circulation and program attendance has increased dramatically, however.

Larissa moved to accept the Director's Report, as written, Lyn seconded, and it was so voted.

YOUTH SERVICES REPORT: Melissa has been asked to present her Summer Reading Program tracking system for youth again. She'll be doing so via webinar, this time. The expected date for the webinar release is March 13, 2017.

The book tasting has been very popular; this may become a monthly event rather than bi-monthly.

Lyn moved to accept the Youth Service Librarian's Report as written, Jill seconded, and it was so voted.

REFERENCE LIBRARIAN'S REPORT: Stephanie had a very busy month, responding to 36 in-person requests in December. Most of the requests were on the topic of technology. Popular events included the bi-monthly book club meeting, where *We Need to Talk About Kevin* was discussed, the Winter Concert with Hungrytown, and the Poinsettia Ornaments Adult Craft night.

Jill moved to accept the Reference Librarian's Report as written, Larissa seconded, and it was so voted.

FINANCIAL REPORT: A \$6,489 adjustment to the Contracted Services line was approved by Advisory, which covered the cost of HVAC repair/replacement of a pump, a leaky valve and parts and labor for the replacement of WiFi access points.

Lyn moved to accept the Financial Report as written, Larissa seconded, and it was so voted.

MAINTENANCE: A woodpecker has taken up residence along the roof line at the back of the building. An entire section of fascia board will need to be replaced. Debbie has had an exterminator out to inspect the building and suggest options.

Our custodian has decided to resume his job with the Pembroke Public School system. He will work at the library through January 31, 2017. Debbie will post the job ASAP.

The lighting project hasn't changed; some lights are not functioning properly and all are wired together to a timer. Debbie asked an electrician to look at the Library's Legacy panel (breaker box) and separate some of the lines so they are not all on the timer. A quote has been requested for the project, which also includes a few new fixtures for the Children's Room and History Room.

Running power to the new shed will likely be a spring project.

Melissa and Debbie have requested fabric samples for new furniture. The plan is to purchase two love seats for the Young Adult room and four chairs for "Caregiver Corner" in the Children's area.

FOUNDATION NEWS: The Library is participating in the Amazon Smile program. Look on the Foundation's webpage for a link to sign up; every time you purchase items through Amazon using the link, the Foundation will receive 0.5% of the purchase amount.

NEW BUSINESS: Long-time Trustee, Elaine Spalding, has resigned. The remaining Trustees will miss her very much, and wish to thank her for the many years of enthusiastic and rich service she has provided to the Library.

There is a party who is interested in serving in Elaine's place. Carol Watches, present at this meeting, was interviewed by the Trustees. Jill made a motion to approve Carol's candidacy, Lyn seconded, and it was so voted. The Trustees hopes to present this candidate option to the Selectmen at the Selectmen's meeting on January 23, 2017.

Debbie has compiled the FY16 Annual Report, which is magnificent. More details to follow.

A letter of intent has been submitted for a Digital Customer Service LSTA Grant. Debbie will attend a related workshop next week.

Mary Beth requested that the Trustees take the MBLC Survey, which is due on January 17, 2017.

The meeting was adjourned at 8:30P.M.

Respectfully submitted,

Jillian Taylor
Vice-Chairperson