

Town of Pembroke Board of Library Trustees

Meeting Minutes

April 13, 2017

I. Call to order

Board Chair Courtright called to order the regular meeting of the Board of Library Trustees at 7:03PM on April 13, 2017 at the Pembroke Public Library. The following persons were present: MaryBeth Courtright, Larissa Curley, Lyn Dionne, Jillian Taylor, Hsiu-Ann Tom, Carol Watchs, Deborah Wall, Melissa McCleary.

II. Approval of Minutes – March regular Board meeting

Motion to accept March minutes by Taylor. Dionne seconded. Approved unanimously.

III. Old Business – presented by Wall. Fiscal year budget 2018 is balanced but money is tight across all town departments. Due to the town's dire financial circumstances, the Library Director will withdraw both articles regarding changes to sick time requests for part time employees and the reference librarian position at the upcoming town meeting. The Library's most pressing needs include a full time reference librarian, teen librarian and more funding for materials such databases and e-books.

IV. Director's Report – presented by Wall. Plan for cleaning mold from History Room. Room remains closed the public. Estimated \$1560 based on hourly cleaning rate. Some items may additional or specialized attention. Library has contacted the New England Document Conservation Center for input. The Female Reading Society items are at greater risk and will be given special care during the cleaning process. Plans are in development to improve circulation and monitoring of ventilation in the History Room. Motion to accept report by Taylor. Dionne seconded. Approved unanimously.

V. Youth Services Report – presented by McCleary. Discussion followed. Girls Who Code is at maximum enrollment with enthusiastic participation. The teens especially enjoyed wrapping mystery books for the Lucky Picks program. Melissa remains in high demand from schools to attend events and could use additional help with a teen librarian but manages her time through the help of volunteers. Motion to accept by Taylor. Curley seconded. Approved unanimously.

VI. Reference Librarian Report – presented by Wall. Discussion followed. The movie matinees are well attended given the midday program time which reflects the way the reference librarian has tapped into a new group of library users through creative program planning. Motion to accept report by Tom. Taylor seconded. Approved unanimously.

VII. Financial Updates – presented by Wall. Director continues to seek out ways to reduce library supply costs through vendor comparison but the custodial line needs assistance from Town Hall to balance cost sharing issues with the Council on Aging. Motion to accept report by Dionne. Curley seconded. Approved unanimously.

VIII. Maintenance – presented by Wall. Security cameras remain on the capital plan as a request. The lighting project is in progress in the History Room and Kids' Corner. Running power to the shed has been delayed until later in the spring. Furniture has been ordered for the kids' room and the director showed the fabric samples to the board. The Friends will purchase a loveseat and be acknowledged with a plaque. The furniture is made in the USA.

IX. Foundation News – presented by Wall. The foundation is still deciding on a new logo. It is hosting a wine and cookies event on June 16th at the Library and working on identifying a list of possible donors and workers for the event.

X. New Business – presented by Wall. Discussion followed.

- History Room Complaint: Town Hall is following the History Room complaint. The room is being cleaned when the Director returns from vacation so she can oversee the process. Special volumes will be guarded. Room ventilation will be improved and new policies will be put in place to ensure ventilation is consistent and more strictly monitored going forward.
- Use of Alcohol at meetings/events: Discussion followed. General concerned expressed about public safety and liability for accidents following events. Policy to read “Alcohol only for library-sponsored events.” Motion to approve by Taylor. Seconded by Curley. Majority approved.
- Staff Name Tags: Name tags are in. Break away tabs for safety. First names only will appear for staff privacy. Single color lanyards for all staff levels for consistency.
- New Board Meeting Time: Board meetings will now begin at 6:30PM.

XI. Adjournment

Next meeting of the Board of Library Trustees will be held on Thursday, May 18, 2017, at 6:30pm. Taylor motioned to adjourn the meeting at 8:48PM. Curley seconded motion. Unanimously approved.

Minutes submitted by: Hsiu-Ann Tom, Secretary