

Town of Pembroke Board of Library Trustees

Meeting Minutes

February 16, 2017

I. Call to order

Courtright called to order the regular meeting of the Board of Library Trustees at 7:11 PM on February 16, 2017 at the Pembroke Public Library. The following persons were present: MaryBeth Courtright, Larissa Curley, Jillian Taylor, Hsiu-Ann Tom, Carol Watches, Deborah Wall, Melissa McCleary. Absent: Lyn Dionne. The Board took time to welcome its newest board member Carol Watches.

II. Approval of Minutes – January regular Board meeting

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

III. Old business – presented by Wall. Fiscal year budget 2018 budget still under consideration. The town budget will be level funded due to health care costs. Discussion held around Hotspot Use Policy. Language added to policy stating library employees will call patron on the first and second day they need to pick up reserved hotspots units to remind before losing their reservation. Motion to accept the additional language by Curley. Watches seconded. Approved unanimously.

IV. Director's Report – presented by Wall. Storms and cold snap in January may have impacted drop in circulation but drop is universal in libraries overall. Ted Reinstein event was popular and more high energy speakers will be encouraged to return. Director may order extra copies of popular titles to meet demand to cut down on patrons experiencing long waits for books in high demand. Motion to accept report by Taylor. Curley seconded. Approved unanimously.

V. Youth Services Report – presented by McCleary. Discussion followed. Melissa has had some more conversations with the potential leader for the Girls Who Code class leader. Motion to accept report by Watches. Taylor seconded. Approved unanimously.

VI. Reference Librarian Report – presented by Wall. Discussion followed noting the general reliance of patrons on reference librarian position. Motion to accept report by Taylor. Watches seconded. Approved unanimously.

VII. Financial Updates – presented by Wall. Library has received first installment of state aid totaling \$11,141.43. Next installment due in April 2017. The custodial supply line needs increasing. Director makes an effort to order from an array of vendors to keep supply costs down. Library supplies line has a surplus. Motion to accept report by Curley. Taylor seconded. Approved unanimously.

VIII. Maintenance – presented by Wall. Security cameras came in handy recently when a patron had an accident and a report needed to be filed with Town Hall documenting the incident. The lighting project is in process. Getting power to the shed has been delayed to the spring. Fabric for the furniture for the children's room has been selected but it came in significantly above budget and will need to be reconsidered to fit the available budget. Interviews for the custodial position are complete. Director hopes to have the position filled by early March.

IX. Foundation News – presented by Wall. The foundation has voted on a logo. They working on a business list, have become members of the Amazon Smile program and are working on an introductory fundraising event.

X. New Business – presented by Wall. Discussion followed around article to change bylaw to meet state requirement for sick time. Town accountant recommends the library adopt a policy that matches current state law. Board supports the articles and tables items until March meeting to see written text. Full time position will be put on Town Meeting for Reference Librarian. Director notes the library has had three reference librarians in three years. There has been a 1300% increase in attendance events under current Reference Librarian even though she only works 19 hours per week. Courtright explained for profit businesses rent meeting rooms and pay to use library space unless the library invites them.

XI. Adjournment

Next meeting of the Board of Library Trustees will be held on Thursday, March 9, 2017, at 7pm. Tom motioned to adjourn the meeting at 9:47PM. Watches seconded motion. Unanimously approved.

Minutes submitted by: Hsiu-Ann Tom, Secretary