

Town of Pembroke Board of Library Trustees

Meeting Minutes

June 8, 2017

I. Call to order

Board Chair Curley called to order the regular meeting of the Board of Library Trustees at 6:32PM on June 8, 2017 at the Pembroke Public Library. The following persons were present: MaryBeth Courtright, Larissa Curley, Lyn Dionne, Jillian Taylor, Hsiu-Ann Tom, Carol Watches, Deborah Wall, Melissa McCleary

II. Approval of Minutes – May regular Board meeting

Motion to accept May minutes by Watches. Dionne seconded. Approved unanimously.

III. Old Business – presented by Wall. **Reference Librarian status:** Through a compromise with Town Hall current employee will retained with additional benefits and more hours. **Mattakeesett Garden Club:** MGC has signed an updated Memorandum of Understanding acknowledging the Trustees changes and Director's expectations for maintenance and upkeep. Installation expected in early September.

IV. Director's Report – presented by Wall. Discussion followed. Audiobook checkouts up significantly from previous year. More funds will be directed toward Overdrive Advantage given its popularity. Tumblebooks kids database to be discontinued due to low usage. Motion to accept report by Courtright. Watches seconded. Approved unanimously.

V. Youth Services Report – presented by McCleary. Discussion followed. Preparations underway for the start of the summer reading program season. Motion to accept by Courtright. Dionne seconded. Approved unanimously.

VI. Reference Librarian Report – presented by Wall. Discussion followed. Director still looking into room darkening shades. Future reports to include upcoming events. Motion to accept report by Tom. Courtright seconded. Approved unanimously.

VII. Financial Updates – presented by Wall. Library continues to work on keeping custodial supply line expense line down. Electricity expense line high primarily due to town loan but some energy efficient lights are now not shutting off despite being on a timer. Director is researching solutions to this problem. Motion to accept report by Dionne. Courtright seconded. Approved unanimously.

VIII. Maintenance – presented by Wall. Security cameras remain on the capital plan as a request. Director hopes to get started on the security camera installation project by the fall. Prices for the lighting projects in the History and Kids rooms are being updated. Director would like to get the project done by 6/30 Running power to the shed has been delayed until spring. Furniture has been ordered. The Friends purchased one loveseat and the Allison Darling Fund paid for the other loveseat.

IX. Foundation News – presented by Wall. It is hosting a wine and cookies event on June 16th at 6pm at the Library.

X. New Business – presented by Wall. **Website policy:** Discussion followed. Board passed website policy in response to repeated unwanted outside solicitation of library staff by business seeking to link their services to the Library. Motion to accept the policy as presented by the Director by Tom. Seconded by Courtright. Unanimously approved. **Wage By law re part time step increases:** current contract language under review by Town Hall to allow step increases to be given at the discretion of the Library Director rather than the Wage & Personnel Board.

XI. XI. Adjournment

Next meeting of the Board of Library Trustees will be held on Thursday, August 10, 2017, at 6:30pm. Courtright motioned to adjourn the meeting at 7:31PM. Dionne seconded motion. Unanimously approved.

Minutes submitted by: Hsiu-Ann Tom, Secretary