

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for August 10, 2017

ATTENDING: Mary Beth Courtright, Larissa Curley, Lyn Dionne, Jillian Taylor, Deborah Wall (Library Director), and Carol Watches.

Larissa Curley, Chairperson, called the meeting to order at 7:31 P.M.

Our meeting followed behind the “Summer Fest” event, which went very well. Patrons enjoyed mini golf, food trucks, and other fun activities. Minutes of the June meeting were read.

Mary Beth made a motion to accept the minutes as written, Jill seconded, and it was so voted.

OLD BUSINESS: The Mattakeesett Garden Club will be unveiling their Blue Star Memorial plaque soon! More details to follow.

DIRECTOR’S REPORT: The Director’s Report for June was read. Overdrive audiobook and e-book numbers have steadily increased over the past few months. Circulation has remained steady.

Mary Beth moved to accept the Director’s Report, as written, Carol seconded, and it was so voted.

The Director’s Report for July was read. The Advantage e-book and audiobook collections will now be eligible for interlibrary loans. If a Pembroke resident has not borrowed or placed a hold on a particular title, members of our library network will be able to borrow the electronic title.

The Universal Class Online Learning product has kicked off to a great start! Forty-three people have registered for twenty-six courses. Up to five courses can be taken at the same time, with courses ranging from Dream Interpretation and Drawing to Starting Your Own Business.

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

YOUTH SERVICES REPORT: The Youth Services Report for June was read. The Summer Reading theme this year is Build a Better World, and multiple programs each week for babies, kids, teens, and adults have fit the theme.

Mary Beth moved to accept the Youth Services Report as written, Lyn seconded, and it was so voted.

The Youth Services Report for July was read. July was busy, with at least one event occurring each weekday. The library’s unofficial record for participants attending Storytime was broken on July 25th, when 56 children and 27 adults attended! August will be a bit more quiet, in terms of programming.

Mary Beth moved to accept the Youth Services Report as written, Carol seconded, and it was so voted.

REFERENCE LIBRARIAN’S REPORT: The Reference Librarian’s Report for June was read. Reference requests have been heating up! Technology requests have included getting started with Ancestry.com, registering a Kindle to an Amazon account, inserting graphs and styled tables in Excel, setting up using Skype, and more. Research requests included locating a *Boston Globe* newspaper article from the 1960s, the birth and death dates of a couple who lived in Pembroke, and more.

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

The Reference Librarian's Report for July was read. July was as busy as June was; there were fifty-seven total requests for technology and research assistance. There were a ton of adult events held in July, including Book Club, Cookbook Club, Knitting & Crochet Group, etc.

Mary Beth moved to accept the Reference Librarian's Report as written, Lyn seconded, and it was so voted.

FINANCIAL REPORT: The Financial Report for June was reviewed. The electricity line has been removed from our budget reporting; Town Hall will manage the electricity account for the library, from July 1, 2017, on.

Jill moved to accept the Financial Report as written, Mary Beth seconded, and it was so voted.

The Financial Report for July was reviewed. Painting and flooring needs will be addresses this fiscal year, utilizing allocated funds.

Mary Beth moved to accept the Financial Report as written, Jill seconded, and it was so voted.

MAINTENANCE: The new furniture arrived for the Childrens' and Young Adults' Rooms. The library would like to thank the residents of Pembroke, the Friends of the Pembroke Library, and the Allison Darling Trust for these beautiful pieces.

Security camera materials and installation have been estimated at a cost slightly higher than the funds the library has available for that purpose. The library plans to submit a Warrant to bring before voters at Town Meeting this fall, to request the difference in funding to complete the project.

FOUNDATION NEWS: An event to kick off fundraising efforts for the Foundation was recently held at the library. Members of the Board and supporters of the Foundation are beginning to branch out and perform outreach, looking for volunteers and sponsors to contribute to the Foundation and support its goals and efforts.

NEW BUSINESS: Trustee, Hsiu-Ann Tom, has tendered her resignation. Mary Beth moved to accept Ms. Tom's resignation, Carol seconded, and it was so voted. The Trustees will miss Hsiu-Ann's contributions to the Board and to the Library, and thank her for the service she has provided.

Planned discussion on a Strategic Plan have been tabled until our next meeting.

The library was awarded the *Customer Experience in the Digital Age Grant*!

The next meeting of the Board of Trustees will be held on Thursday, September 14, 2017 at 6:30pm. The meeting was adjourned at 9:26pm.

Respectfully submitted,

Jillian Taylor
Acting Secretary