

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for September 14, 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 6:40 P.M. The minutes of the August 10, 2017 meeting were read and enjoyed.

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

OLD BUSINESS: The library has submitted three articles for the fall Town Meeting: request for funding for a security camera system expansion, roof repair, and carpeting. Almost all of the carpeting in the building was installed when the library was built, 19 years ago.

DIRECTOR'S REPORT: The Director's Report for August was read. Overdrive audiobooks and eBooks are gaining popularity; there were 392 audiobook downloads this August, compared to 252 last August. There were 810 eBook downloads this August, compared to 611 last August.

There was a 10% increase in summer reading participation this summer! 296 adults signed up and 845 books were logged! The Summer Fest featured Mini Golf, face painting, a raffle wheel, and food trucks. A good time was had by all.

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

YOUTH SERVICES REPORT: The Youth Services Report for August was read.

Over 300 children and teens picked up a free book at our end-of-summer giveaway. Melissa collects and saves book donations throughout the year in anticipation of this fun giveaway.

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for August was read.

The new format of the newsletter seems to be going over well. Patron response has been overwhelmingly positive. It's good to know the newsletter is being read!

Reference requests continue to flow in; a total of 55 requests were made, mostly regarding technology and specific research requests. Examples of research requests from August are a request for help in finding information about a nun who taught at a Catholic school in Cambridge during the 1970s and a request for help in translating a phrase from Greek to English.

Melissa put together a wonderful Youth Summer Reading Report for 2017. Highlights include these fun facts:

- Children and Teens read the equivalent of 106 pounds of books (the weight of 5 koalas)
- Children and Teens read over 111 days' worth of reading
- Bryantville read a total of 27,826 minutes
- Hobomock read a total of 31,110 minutes
- N. Pembroke read a total of 65,989 minutes

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

FINANCIAL REPORT: The Financial Report for August was reviewed.

Prior to this month, we did not have a line to pay our custodian for his overtime. The town authorized a new line for the library to use for this expense.

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

MAINTENANCE: The need for lighting at the end of the driveway will need to be addressed.

The new furniture is lovely! Industrial power Velcro was added to the cushions to keep them from sliding around.

Debbie has requested an estimate for carpet squares. The library will need pretty much all but the meeting room carpeting to be replaced.

An estimate for roof repair has also been scheduled.

FOUNDATION NEWS: A potential donor is interested in funding a capital project for the library. Debbie compiled a few ideas for potential projects, including the addition of mural artwork in the children's room and an upgrade of the audio visual equipment and outlets in the meeting room. The latter was chosen to present to the donor. An expansion of the building is being considered.

NEW BUSINESS: The Strategic Plan is in progress. Our deadline has been extended to March 1, 2018. The *Customer Experience in the Digital Age Grant* begins in October.

A new "shopping cart", for mobility-challenged patrons, is now available for use at the library.

The Blue Star Memorial, sponsored and provided by the Mattakeesett Garden Club, was unveiled on September 10, 2017. The plaque looks beautiful among the flowers in the library's circle garden.

Lyn inquired as to whether or not we have an emergency plan to provide cots, animal crates, food, and water in the case of emergencies such as hurricane situations. We do have a plan in place.

The Trustees will begin a new system of determining at each meeting who will sign payroll for the following month. We do not currently have a schedule set up; we will benefit from this planning.

The next meeting of the Board of Trustees will be held on Thursday, October 12, 2017 at 6:30pm.

The meeting was adjourned at 7:48pm.

Respectfully submitted,

Jillian Taylor
Acting Secretary