

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for October 12, 2017

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

Larissa Curley, Chairperson, called the meeting to order at 6:42 P.M. The minutes of the September 14, 2017 meeting were read. There was an error at the bottom of the first page; the creation of the Youth Summer Reading Report for 2017 was attributed to Stephanie, Reference Librarian. The Report was created by Melissa, Youth Service Librarian. Jill apologizes for the error!

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

OLD BUSINESS: One of the three articles the library intended to present to voters has progressed to inclusion in the fall Town Meeting Warrant. Carpeting and roofing requests have been postponed. The security system upgrades and expansion will be presented to voters on October 24, 2017.

Debbie plans to expand our Sunday hours to begin on the first Sunday in September and continue through to the last Sunday in May, each year.

DIRECTOR'S REPORT: The Director's Report for September was read.

Circulation remained steady in September, as compared to the same time last year. Overdrive eBooks and audiobooks numbers are way up, as are Advantage eAudio downloads.

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 September was read. Melissa was busy with open houses at the schools in September. The annual Spooktacular is coming up!

The new facilitator for Girls Who Code has brought new enthusiasm to the program. All of the students who are participating in the 12-week program are eager to learn. We look forward to seeing how the students progress!

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 September was read. There were a total of thirty (30) requests. Topics included how to set up Overdrive and check out books on various devices and how to use a scanner and attach scanned files to an e-mail.

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 September was reviewed. The library gifts balance and library fines balance are lower than ever; our Library Elf system has been great in reminding patrons to return material on time. This is great, however, we do not have as much funding available for important library needs.

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

MAINTENANCE: Debbie plans to have the driveway graded and paved. There is also a plan to have a vendor make a site visit and walk Debbie (and possibly Jill) through all of the specifications and options for the expansion and upgrade of the building's security system.

The carpeting quote for the whole building came in way too high. Most likely, carpet replacement will need to be done in smaller increments – the repair will likely not be done all at once.

FOUNDATION NEWS: A donor has gifted \$5,000 to the Foundation. Another donor plans to gift an additional \$5,000 this fall. The latter donor has asked the Trustees to vote to accept donations for building expansion. Lyn proposed the donor make his/her gift with the stipulation that it be used solely for building expansion.

Lyn made a motion that the Pembroke Public Library will accept donations from the Pembroke Public Library Foundation, Jill seconded, and it was so voted.

NEW BUSINESS: Lyn made a motion to give Jill the title of Secretary, a change from her role as Acting Secretary. Carol seconded and it was so voted.

October 15-21 is National Friends of the Libraries week. The Board of Selectmen will be reading a Proclamation at their meeting on Monday, October 15, 2017. There will be fun activities and gestures of appreciation aimed at our wonderful Friends.

The Library will advertise for the open position of interim Trustee, to serve through April, 2018. A draft of a "job" posting was discussed and edited.

The next meeting of the Board of Trustees will be held on Thursday, November 9, 2017 at 6:30pm.

The meeting was adjourned at 7:45pm.

Respectfully submitted,

Jillian Taylor
Secretary