

## **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for December 14, 2017*

**STRATEGIC PLAN DISCUSSION:** Prior to the Trustee's Meeting call to order, Trustees in attendance, Larissa Curley, Lyn Dione, and Carol Watches provided input to Deborah Wall on the Pembroke Public Library strategic plan. Trustees not in attendance will provide input at a later date.

**ATTENDING:** Larissa Curley, Melissa McCleary (Youth Services Librarian), Deborah Wall (Library Director), Lyn Dione, and Carol Watches.

Larissa Curley, Chairperson called the meeting to order at 7:15 P.M. The minutes of the November 9, 2017 meeting were read and reviewed.

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

**OLD BUSINESS:** Meeting room policy wording changes had been tabled until this meeting. If Board members would like any additional wording, the policy can be revisited at a later date. Carol moved to accept the revisions to the meeting room policy. Lyn seconded, and it was so voted.

Deborah reported that the Fiscal '19 Pembroke Public Library budget has been submitted to the town administrator. The board reviewed the submitted budget, and the three options, level service, what is needed, and perfect world funding requests. Under the category of what is needed, additional book money in order to maintain certification, Reference Librarian to a full-time position, and 7 additional Sunday's (Labor Day until Memorial Day) which would provide Commonwealth of Massachusetts recognition for Sunday hours. Perfect world would include the above plus a one more full time para-professional position to support YS, Technology, and other multi-functions. Also larger book budget in order to eliminate library fines.

Weekly signing schedule was tabled until the January meeting.

**DIRECTOR'S REPORT:** The Director's Report for November was read. Overdrive Advantage usage is decreasing, not increasing. Computer usage has increased. Friends' Fall Book and Bake sale raised \$2700.

Carol moved to accept the November Director's Report. Lyn seconded, and it was so voted.

**YOUTH SERVICES REPORT:** The Youth Services Report for November was read. Melissa currently has 12 Teen Volunteers, and has had additional interest, but feels 12 is the correct amount of teen volunteers at this time.

Lyn moved to accept the November Youth Services Report. Carol seconded, and it was so voted.

**REFERENCE LIBRARIAN'S REPORT:** The Reference Librarian's Report for November was read. Another busy month for reference requests with 45 total requests up from 29 the previous month. Some of the requests have been tracing local family history and land ownership.

Carol moved to accept the Reference Librarian's November report. Lyn seconded and it was so voted.

**FINANCIAL REPORT:** The financial report for November was reviewed. The sidewalk repair was funded as a trust money expenditure. In notifying the Town Treasurer, it was learned that the trust account no longer has some money in CD's. All monies are in money market funds. The three trust accounts will be rolled into one, all funds in a money market. Trustee Dione asked why we were not notified the disbursement of the CD's into money market funds.

Lyn moved to accept the November Financial report. Carol seconded and it was so voted.

**MAINTENANCE:** Deborah reported that she is waiting for camera company to get back to her with a date to review plan. She is also looking at carpet options. Paving was completed and there are now two additional parking spaces. The handicap ramp repair was also completed.

**FOUNDATION NEWS:** Larissa will be the Trustee Liaison with the Foundation. She reported that some seed money has been received, and Jay Stewart architect have been asked to draw up plans.

**NEW BUSINESS:** 2018 Friends' membership renewal forms were distributed. The library will not submit and LSTA grant applications for 2019 since they are in a grant now. Under discussion is how do the town custodian's work during snowstorms, what is the best way to utilize these resources for tasks such as shoveling and snowblowing.

The next meeting of the Board of Trustees will be held Thursday, January 11, 2018 at 6:30 PM.

Lyn moved to adjourn the meeting. Carol seconded. The meeting was adjourned at 8:10 PM.

Respectfully submitted,

Carol Watches  
Trustee