

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for January 11, 2018

ATTENDING: Larissa Curley, Mary Beth Courtright, 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 6:40 P.M. The minutes of the December 14, 2017 meeting were read.

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

OLD BUSINESS: The Board re-visited the topic of setting up a signing schedule. Mary Beth suggested three trustees be scheduled, on a weekly basis, to come in and sign on a regular basis. Mary Beth and Larissa volunteered to be weekly signing regulars.

DIRECTOR'S REPORT: The Director's Report for December was read. Online resources usage (the new databases) numbers look great; patrons are responding well to the new offerings!

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

YOUTH SERVICES REPORT: The Youth Services Report for December was read. Girls Who Code graduated! The library's website has a link to their website on suicide awareness and resources for teens.

Students from the National Honors Society have been collaborating with Miss Melissa on their workshops on environmental topics.

Carol 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 December was read. There were twenty-five (25) total requests in December, including general information, technology, and research. Twenty-two (22) of the requests were in person.

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

FINANCIAL REPORT: The Financial Report for December was reviewed.

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

MAINTENANCE: Debbie received a second opinion quote for carpet tiles which was within the library's budget. A design has been chosen and work will proceed soon.

The roof continues to leak in a few places. This will need to be addressed (again) at some point in the future.

A few HVAC valves will need to be replaced. The boiler was recently serviced (preventative maintenance), and a few small repairs will need to be done.

FOUNDATION NEWS: The Foundation has received a proposal to have library building renovations done.

NEW BUSINESS: The Trustees received a Summary of the Conflict of Interest Law for Municipal Employees. The Trustees will complete the online certification by the required deadline.

The library has been certified by the Commonwealth of Massachusetts.

The next meeting of the Board of Trustees will be held on Thursday, February 8, 2018 at 6:30pm.

Carol moved to adjourn the meeting, Jill seconded. The meeting was adjourned at 7:34 P.M.

Respectfully submitted,

Jillian Taylor
Secretary