

# **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for March 15, 2018*

**ATTENDING:** Larissa Curley, Mary Beth Courtright, Melissa McCleary (Youth Services Librarian), Jillian Taylor, Deborah Wall (Library Director), and Carol Watches. Sean Fitzpatrick, prospective Trustee, attended this open meeting as a guest.

Larissa Curley, Chairperson, called the meeting to order at 6:40 P.M. The minutes of the February 15, 2018 meeting were read.

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

**OLD BUSINESS:** Debbie presented several logo options. All of the options are very good; a decision on the design will be made at a later date. Trustees offered their opinions (on a scale of 1-5).

**DIRECTOR'S REPORT:** The Director's Report for February was read. Overdrive audiobooks and eBook downloads have increased quite a bit from February of last year. There were 312 audiobook downloads this February, versus 229 last February, and 727 eBooks downloaded this February, versus 647 last February.

Jill 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 February was read. Melissa attended a planning meeting at PCMS, to prepare for her upcoming outreach visit during the school's March Madness event.

Children's programs were very well-attended this month; 428 kids attended 21 programs!

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 February was read. There were 31 total reference requests in February, including 13 general inquiries, 10 technology requests, and 5 research requests. The research requests included tracking down the owners, in 1900, of a home in Pembroke, and researching a photo of a patron's home that she had seen 20 years ago.

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

**FINANCIAL REPORT:** The Financial Report for February was reviewed.

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

**MAINTENANCE:** Debbie plans to re-connect with a security camera vendor she has been in contact with, to determine next steps.

The library building sustained damaged to the roof during a recent storm, mainly affecting shingles. The damage was reported to Town Hall. Debbie will obtain a quote for repair.

The library served as an emergency shelter for the Town of Pembroke during recent storms. The generator performed well, with one small repair to the gas meter being required.

**FOUNDATION NEWS:** No news to report.

**NEW BUSINESS:** There was a good deal of feedback stemming from the library's function as an emergency shelter this month. Patrons and community members were pleased with the service provided by the library and its staff. Coffee was offered at no charge, cots were set up in the meeting room, and pets were welcomed in the building during the emergency. The Firehouse Pantry delivered snacks to the library, which was greatly appreciated.

The new cots have been stored in sleeves and had been used for the first time this month. The plastic smell of the new mats was strong; Debbie plans to air them out during the summer to off-set the odor.

The next meeting of the Board of Trustees will be held on Thursday, April 12, 2018 at 6:30pm.

Jill moved to adjourn the meeting, Mary Beth seconded. The meeting was adjourned at 7:40 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary