

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for February 15, 2018

ATTENDING: Larissa Curley, Mary Beth Courtright, Jillian Taylor, Deborah Wall (Library Director), and Carol Watches (remotely).

Larissa Curley, Chairperson, called the meeting to order at 6:45 P.M. The minutes of the January 11, 2018 meeting were read.

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

OLD BUSINESS: The Strategic Plan has been completed. It includes our Mission Statement, Vision Statement and Values, Community Profile of the Town of Pembroke, Brief History of the Library and Needs Assessment, Introduction to Planning Process, Service Responses, and Goal and Objectives.

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

Debbie will present two articles to the Board of Selectmen on Monday, February 26, 2018.

DIRECTOR'S REPORT: The Director's Report for January was read. Overdrive audiobook and eBook circulation has increased dramatically over January of last year; there were 859 eBooks checked out this year and 636 checked out in January of 2017. There were 342 audiobooks downloaded this year and 242 audiobooks downloaded in January of 2017.

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

YOUTH SERVICES REPORT: The Youth Services Report for January was read. A lot of attention was paid to off-site outreach this month.

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for January was read. There were 25 total reference requests in January, including 10 technology requests. Most reference requests were made in person.

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

FINANCIAL REPORT: The Financial Report for January was reviewed.

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

MAINTENANCE: Carpeting in the Young Adult room will be replaced on February 16th.

The roof continues to leak in a few places. Some flashing will need to be installed. This will be addressed in the spring.

A few heating system (boiler) valves have been replaced; repairs done after preventative maintenance service was performed.

FOUNDATION NEWS: Marie Peeler and Debbie will be presenting to the Pembroke Chamber of Commerce on March 15th, aiming to increase awareness of the Foundation and its goals.

NEW BUSINESS: The Annual 2017 Report is presented in a new, more modern format. The information is presented well, visually. Look for it online!

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

Mary Beth moved to adjourn the meeting, Carol seconded. The meeting was adjourned at 7:35 P.M.

Respectfully submitted,

Jillian Taylor
Secretary