

# **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for June 14, 2018*

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

Larissa Curley, Chairperson, called the meeting to order at 6:40 P.M. The minutes of the May 10, 2018 meeting were read.

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

The Election of Officers was held. A quorum voted Larissa in as Chairperson, Lyn as Vice Chairperson, and Jill as Secretary. All present were in favor and it was so voted.

Jill joined the meeting at 6:45pm.

**OLD BUSINESS:** Debbie has put a lot of time into researching profit/loss of offering Passport services at the library. She continues to investigate whether or not offering this service would be worthwhile for the library, financially.

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

The Director states, "Due to a lack of funding, the extended hours for the reference position did not pass at Town Meeting."

The Town-Wide read, *See What I Have Done*, a Lizzie Borden story, was well-received. Summer Reading is coming soon!

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

**YOUTH SERVICES REPORT:** The Youth Services Report for May was read.

The Summer Reading program kicks off on June 18<sup>th</sup> and will be going through August 18<sup>th</sup>. Melissa was invited to Bryantville Elementary School, to read during Family Book Fair night; *The Giant Jumperee* was the kids' overall favorite story.

Lyn moved to accept the Youth Services Report as written, Sean seconded, and it was so voted.

**REFERENCE LIBRARIAN'S REPORT:** The Reference Librarian's Report for May was read. Stephanie was as busy as ever with 56 total reference requests! There were a bunch of great adult events in May, including multiple Pembroke Reads events and the Book Club meeting, where attendees discussed *The Stranger in the Woods*.

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

**FINANCIAL REPORT:** The Financial Report for May was reviewed. The gas bill was not as high as was expected this month, despite extensive generator use during the storms.

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

**MAINTENANCE:** A new custodian has been hired. The building has a shiny new leak in the roof. It has been inspected; Debbie is awaiting estimates for repair.

There are a few HVAC issues which will need to be addressed in the near future.

Security cameras are still planned; no action recently.

**FOUNDATION NEWS:** There is a new "Business of the Month" display at the entrance to the library, where local businesses can display their choice of items, advertisements, and/or printed materials to promote their business. Tiny & Sons is the featured business for June.

**NEW BUSINESS:** The Sails Network has announced that they are putting a new procedure into place. At some point in the near future, materials will be automatically renewed for any items which do not have a hold placed. Libraries can opt in or opt out.

Carol made a motion to vote, Lyn seconded the motion. Four Trustees were in favor of opting in on the automatic renewal feature whenever it is rolled out; one Trustee abstained, and it was so voted.

Jill made a motion to move \$5,000 from the Center Library Trust Fund into Library Gifts, to cover our Reference Librarian working a few additional hours per week. Sean seconded, and it was so voted.

The next meeting of the Board of Trustees will be held on Thursday, August 9, 2018 at 6:30pm.

Carol moved to adjourn the meeting, Sean seconded. The meeting was adjourned at 7:54 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary