

# **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for September 13, 2018*

**ATTENDING:** Mary Beth Courtright, Larissa Curley, Lyn Dionne, Sean Fitzpatrick, Jill Taylor, Deborah Wall (Library Director), and Carol Watches.

Larissa Curley, Chairperson, called the meeting to order at 6:41 P.M. The minutes of the August 9, 2018 meeting were read. Mary Beth made a motion to accept minutes as written, Lyn seconded, and it was so voted.

**OLD BUSINESS:** The library will have four representatives being trained next week on Passport Acceptance Agency procedures. Additional members of staff will be trained in the future, a few at a time. The anticipated kick-off time for accepting applications is mid-October.

The topic of library fines was brought back to the table. A discrepancy between the online method of paying fines and the internal (in-person) method of paying fines was noted. When a patron pays online, there is no cap/limit to the fines, whereas there has been a \$35 cap/limit in place for in-person payments. Jill made a motion to remove the internal cap/limit on fines balances. Lyn seconded, and it was so voted.

Debbie submitted a grant application under the Community Preservation Act, to cover the cost of a new microfilm reader. A grant was not awarded, but Debbie will research other options.

Debbie will be meeting with Advisory, on September 24<sup>th</sup> to discuss four Articles she'd like to submit for Town Meeting.

**DIRECTOR'S REPORT:** The Director's Report for August was read. Programs and events were popular this month; 399 children/teens and 116 adults attended 16 youth events.

Overdrive audiobook borrowing has dramatically increased from August of last year, with 476 downloads this August, compared to 392 last year.

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

**YOUTH SERVICES REPORT:** The Youth Services Report for August was read. The Summer Reading Fest was not as well-attended as last summer's; dates and times will be carefully considered for next year.

Melissa, Youth Services Librarian, was elected co-Chair of the local Young Adult Roundtable. Congratulations!

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

**REFERENCE LIBRARIAN'S REPORT:** The Reference Librarian's Report for August was read. There were a total of 57 requests in August! Stephanie is being sought out for assistance with technology and research, a few of the latter requests being information on the Mattakeesett Street poorhouse, religious documents, and Sudbury and Lavenham, England.

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

**FINANCIAL REPORT:** The Financial Report for August was reviewed. A wonderful donor with strong ties to the library, the late Barbara Johnson, has gifted \$10,000 to the library. Her generous donation is greatly appreciated, and we at the library mourn her loss.

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

**MAINTENANCE:** The new security camera installation has begun. Debbie (the library) has access to the images via mobile app, which is a great feature.

The roof has a leak which has not yet been located. Funding will be needed to address the ongoing roof issues.

Debbie proposed the Trustee Room accent wall be re-painted, as the wall was last painted in 1998. Carol had a really good idea; paint it blue to match the lovely new print of the ship, *Tenedos*, which was built in Pembroke. Debbie will procure blue paint samples.

**FOUNDATION NEWS:** The "Business of the Month" featured business for September is Powder Point Wealth Management.

The Foundation has asked an architect to get expansion plan/pricing.

**NEW BUSINESS:** Debbie has requested a quote to reupholster 19 chairs; new plaques could possibly be added, if patrons were to donate funds to cover the cost of furnishing.

The next meeting of the Board of Trustees will be held on Thursday, October 11, 2018 at 6:30pm.

Jill moved to adjourn the meeting, Sean seconded. The meeting was adjourned at 7:52 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary