

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for December 13, 2018

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

Larissa Curley, Chairperson, called the meeting to order at 6:35 P.M. The minutes of the October meeting were read. Mary Beth made a motion to accept minutes as written, Lyn seconded, and it was so voted.

OLD BUSINESS: The library is now officially a Passport application location; there have been eight or nine passport applications processed already.

The security camera policy was reviewed. Jill moved to accept the policy, with two revisions, Sean seconded, and it was so voted.

DIRECTOR'S REPORT: The Director's Report for October was read. Circulation rose dramatically from October of last year, with a total of 10,991 this year, up from 8,512 last year. Ebooks and Overdrive numbers are also way up from October of last year.

In order to meet requirements to remain certified by the Commonwealth, the library's materials budget must be increased. The necessary increase is included in the budget Debbie presented to Advisory.

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

YOUTH SERVICES REPORT: The Youth Services Report for October was read. Child/Teen program and event attendance in October was high; popular programs were the ongoing Spooky Craft and "Spooktacular".

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for October was read. There were a total of 52 reference requests in October.

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

FINANCIAL REPORT: The Financial Report for October was reviewed.

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

MAINTENANCE: The Trustee room has not yet been painted. Roof repair was prioritized and completed; painting will take place as soon as possible.

ServPro removed drywall and insulation to remediate moisture build-up due to an ongoing leak (after a leak was repaired using Flex Seal). The leak issue appears to be taken care of.

FOUNDATION NEWS: The Foundation has reached the stage where a contract should be signed with an architect.

NEW BUSINESS: The Collection Development Policy and Procedures of the Pembroke Public Library was presented and read. Lyn moved to accept the Policy, as written. Mary Beth seconded and it was so voted.

A draft of the Customer Service Policy was presented and read. Mary Beth suggested we include a description of how the library staff should be protected and/or expected to behave and respond to difficult patron interactions. Discussion on how to expand the Policy followed. The Policy will be expanded; we have tabled the Policy until the next meeting.

The Volunteer Policy was presented and read. Mary Beth moved to accept the Policy, as written. Lyn seconded and it was so voted.

The Web Link Policy was presented and read. Jill moved to accept the Policy, as written. Sean seconded and it was so voted.

Sean motioned to provide \$500 to cover the library staff's annual holiday party. Carol seconded, and it was so voted. The practice of funding the holiday party with library funds will be revisited in 2019.

Mary Beth exited the meeting at 7:43 P.M.

DIRECTOR'S REPORT: The Director's Report for November was read. The security cameras have been helpful; footage was used to solve a hit and run incident in November. The Friends held the Book & Bake sale over two days and raised a total of \$2,400!

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

YOUTH SERVICES REPORT: The Youth Services Report for November was read. A very cool program held this month was the kids "Pop Up Art" workshop.

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for November was read. Due to popularity, movie showings will now be once per week. Lyn moved to accept the November Reference Librarian's Report, as written, Carol seconded, and it was so voted.

FINANCIAL REPORT: The Financial Report for November was reviewed. Passport Program revenue is now reflected in the report.

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

NEW BUSINESS: Fiscal Year 2020 budget has been submitted to the Town Administrator and Advisory Board. There will be a related budget meeting on Monday, December 17, 2018.

The next meeting of the Board of Trustees will be held on Thursday, January 10, 2018 at 6:30pm.

Sean moved to adjourn the meeting, Jill seconded. The meeting was adjourned at 8:08 P.M.

Respectfully submitted,

Jillian Taylor
Secretary