

## **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for October 11, 2018*

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

Larissa Curley, Chairperson, called the meeting to order at 6:46 PM. The minutes of the September 13, 2018 meeting were read. Mary Beth made a motion to accept the minutes as written, Lyn seconded, and it was so voted.

**OLD BUSINESS:** Three staff members attended the Passport Acceptance Agency training. Since only 2 of the 3 passed (must have 3 trained staff members to be in compliance), the start date for the library to process passports has been delayed until mid- November or so. Four more staff members will attend training next week. The library receives calls daily from area residents about the passport program start.

Debbie and her staff continue to look at fabric swatches for the next furniture update in main library room. Fabric may need to be Sunbrella for wear and fade resistance due to sun exposure from windows. No decision yet.

**DIRECTOR'S REPORT:** The Director's Report for September was read. Adult circulation was up over last year. YA circulation more than doubled from 350 to 757. Children's circulation also saw an increase of approximately 1600 over September last year.

13 security cameras have been installed. 2 more are needed for coverage in two inside areas.

Debbie, Assistant Director and Youth Services librarian attended a PACTV roundtable about the potential for classes, film events , book promo's etc that PACTV would support with local libraries.

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

**YOUTH SERVICE'S REPORT:** The Youth Services Report for September was read.

Youth events and programs continue to be well attended. Outreach to Pembroke Schools Open House events during September.

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

**REFERENCE LIBRARIAN'S REPORT:** The Reference Librarian's Report for September was read. There were 13 adult events with 119 attendees, and 37 requests for assistance/research.

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

**FINANCIAL REPORT:** The Financial Report for September was reviewed. Gifts balance was split out to show the Reference Library allotment use as separate.

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

**MAINTENANCE:** No date yet for carpet cleaning. Still looking at color options to paint wall in Trustee's room. The return of the woodpecker has caused some more wood damage. Silver disc's have been put out to deter. Will use nylon composite to replace damaged boards.

**FOUNDATION NEWS:** No specific foundation updates. Steve Curley will be in contact with donor to get architect contract signed. Once signed Library Director can work with Stuart to proceed with addition requirements. Lyn suggested that a maintenance endowment be considered for on-going additional up keep costs for the addition. Asked if there would be any reason that the town might not accept proposal, Debbie did not believe that there should be concerns.

**NEW BUSINESS:** Debbie reached out to other libraries to see what they have used for a security camera policy. She used best wording from other libraries and distributed the policy for board review. The policy as written will be in place as the new cameras are functional now pending potential changes after town attorney has vetted the document.

State financial report was filed last week and Pembroke Public Library numbers meet criteria.

Trustee pocket guide was distributed to trustees.

A counter was installed for more accurate tracking of number's using library.

Debbie met with the contractor working for the town to draft the town's capital plan and provided library input.

A reminder that town meeting is October 23<sup>rd</sup>. Three capital articles have been submitted for vote.

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

Lyn moved to adjourn meeting and Carol seconded. The meeting was adjourned at 7:35 PM.

Respectfully submitted,

Carol Watches  
Trustee

