

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for January 10, 2019

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 6:40 P.M. The minutes of the December meeting were read. Mary Beth made a motion to accept minutes as written, Lyn seconded, and it was so voted.

OLD BUSINESS: New furniture has been ordered, including new cushions for two chairs and all of the benches, courtesy of the Friends.

A new Customer Service Policy draft was read. Mary Beth made a motion to accept and approve the policy, Jill seconded, and it was so voted.

DIRECTOR'S REPORT: The Director's Report for December was read. Circulation numbers have increased dramatically over the volume at this time last year. For digital borrowing, audiobook downloads were markedly increased. Museum passes were very popular this month, as well, with 53 museum passes being used this year (compared to 35 passes last year).

Sean moved to accept the Director's Report, with minor corrections, Carol seconded, and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for December was read. Melissa is planning five (5) preschool visits in January, in addition to regularly scheduled programs.

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for December was read. In addition to facilitating 27 reference requests this month, Stephanie hosted three (3) movie matinees, a book club meeting, two adult craft nights, and a knitting a crotchet group meeting; all were well-attended.

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

FINANCIAL REPORT: The Financial Report for December was reviewed.

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

MAINTENANCE: Carpet cleaning has not yet been done; it will be done prior to spring.

Painting has also not yet been done in the Trustee Room; it will be done as soon as possible.

The rear wall has been repaired. Exterior window repair will still need to be addressed. Debbie will contact a window company to obtain a quote.

FOUNDATION NEWS: No new developments to report.

NEW BUSINESS: The library has received the first half of State Aid.

The Fiscal Year 2018 Annual Report was reviewed. Debbie also prepared a “Year in Review”, which will be disseminated publicly. Both documents look great!

Debbie proposed removal of gender demographic information from our patron profiles. The Trustees are in agreement; there is no need to record gender information when registering for a library card. Library staff will no longer record patron gender information in the library’s computer system.

The next meeting of the Board of Trustees will be held on Thursday, February 14, 2018 at 6:30pm.

Jill moved to adjourn the meeting, Sean seconded. The meeting was adjourned at 7:16 P.M.

Respectfully submitted,

Jillian Taylor
Secretary