

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

*Meeting Minutes for March 14, 2019*

**ATTENDING:** Mary Beth Courtright, Larissa Curley, 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 PM. The minutes of the February 14, 2019 meeting were read. Sean made a motion to accept the minutes as written, Mary Beth seconded, and it was so voted.

**OLD BUSINESS:** Additional new furniture cushions in process- benches and cushions picked up by vendor. Should be done soon.

Reminder for Trustees up for re-election to submit nomination papers- Mary Beth and Sean.

**DIRECTOR'S REPORT:** The Director's Report for February was read. Circulation in all three categories, Adult, YA and Children was up again as well as visitor counts over a short month.

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

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

Youth events and programs continue to be well attended. Valentine's to the library well received. 50 valentines from children and 17 from adults. These were sent on to MBLC/MA legislators # Librarylovers to promote importance of libraries to communities. Despite bad weather, LEGO club continued to build.

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

**REFERENCE LIBRARIAN'S REPORT:** The Reference Librarian's report for February was read.

There were 12 adult events this past month with 106 attendees. There were 42 requests for research/assistance during February.

Matinee Mondays are now weekly and are very well attended. Ancestry class in February was also well attended with many attendees requesting more advanced information Stephanie to provide an advanced Ancestry class.

Request by the Trustees to add hours for research/assistance as well as historical information about number of requests and Reference Librarian usage.

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

**FINANCIAL REPORT:** The Financial Report for February was reviewed. The passport program has resulted in \$7k in revenue, with a project revenue stream of over \$20k for year. Saturday afternoons are busiest for passports. Fines continue to trend down.

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

**MAINTENANCE:** No update for carpet cleaning, Trustee room painting, or exterior windows/rear wall. A capital request for \$2k was submitted to cover the additional requirements for the fire alarm system. The first contractor revised quote based on review of 2<sup>nd</sup> contractor's quote. Even with additional needs for the alarm system, quote from 1<sup>st</sup> contractor is less expensive. During last wind storm, the library roof lost many shingles. Roofers were called to assess and provide estimate for repair.

**FOUNDATION NEWS:** No specific foundation updates.

**NEW BUSINESS:** Review of the 2020 budget proposal and the town's proposed library budget. The town's proposal cuts part time and the materials amount by \$9k. Debbie is concerned about these decreases and the impact on State certification. She believes that we will still be certified but by a razor thin amount- only about \$1k. Additionally, custodial services line will move next year like electric did, to the town as it creates a Town Facilities Management Department (details TBD) this fall. This may also impact state.

Debbie will meet with Advisory on Monday to review the two library capital requests for May 14<sup>th</sup>'s town meeting. First request is the additional \$2k for fire alarm, plus the requests for carpet and furniture as well as the roof repair costs. Priority for now is the fire alarm since it is overdue for maintenance/upgrade. The second capital request is to fund the Reference Librarian position as a full-time position as it was originally intended. Full time hours would allow for more community outreach and programs.

Because of timing of capital request, and vote, Debbie asked the board to approve \$5k from trust fund to cover Ref Librarian, as had been done prior to allow further hours for this position. Mary Beth moved that the Director move \$5k from gifts to be used to support the library reference position. Sean seconded, and it was so moved.

A resident requested that the Library parking lights remain on until dawn for safety. Lights are now LED. Police LT MacDonald did a public safety study which concluded that there would be a safety benefit. Mary Beth moved that the memo, as amended, be sent to Board of Selectmen from Library Trustees requesting lights remain on. Sean seconded and it was so moved.

Debbie presented a plan to open the library at 9 AM instead of 9:30 AM Mon-Saturday. This move would give the library hours of operation to the next tier and allow for a decrease of the materials budget to 13% instead of 15% to the overall budget. Implementation will be prior to town meeting if possible. The earlier open will not impact staffing costs.

Debbie will apply for a state technology grant through Rep Cutler's office. This will allow for upgrade of many computers, including patrons to support Windows 10 plus other needed upgrades.

The next meeting of the Board of Trustees will be held on Thursday, April 11, 2019 at 6:30 PM.

Sean moved to adjourn meeting and Carol seconded. The meeting was adjourned at 7:45 PM.

Respectfully submitted,

Carol Watches  
Trustee