

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for August 8, 2019

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 6:37 P.M. The minutes of the June meeting were read. Sean made a motion to accept the minutes as written, Mary Beth seconded, and it was so voted. No meeting was held in July.

OLD BUSINESS: The Hoopla launch is in progress; everyone is hopeful the program will work out well. The library has begun to open early - at nine o'clock in the morning - and patrons are taking full advantage of this change.

DIRECTOR'S REPORT: The Director's Report for June was read. Janet Coleman became new circulation Associate Librarian II. The Sails app and "Libby" have increased the number of mobile renewals and holds, dramatically. Overdrive audiobook usage increased from 127 last June to 640 this June! Lyn moved to accept the Director's Report as written, Carol seconded, and it was so voted.

The Director's Report for July was read. Summer Reading, down in adult registration a bit over previous years, will culminate in the always fun "Summer Reading Fest" on August 22nd. Carol moved to accept the Director's Report as written, Jill seconded, and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for June was read. The first D&D meeting was popular; two very enthusiastic and encouraging adult volunteers ran the meeting. Mary Beth moved to accept the Youth Services Report as written, Jill seconded, and it was so voted.

The Youth Services Report for July was read. Playaway devices (self-contained audiobook devices) are now available. They may be expanded, if the current collection is received well. Jill 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 June was read. Due in part to Stephanie's shift from part time to full time, making her more available to patrons, total reference requests jumped from 22 in May to 51 in June! Some of the important items Stephanie assisted patrons with were completing job applications and composing and attaching scanned items to e-mails. Lyn moved to accept the Reference Librarian's Report as written, Sean seconded, and it was so voted.

The Reference Librarian's Report for July was read. Stephanie's outreach increased again, from June to July, with 51 reference requests in June growing to 69 in July. Stephanie was busy planning and hosting a plethora of events and workshops this month, including Book Club, Movie Matinees, and multiple craft groups. Lyn moved to accept the Reference Librarian's Report as written, Jill seconded, and it was so voted.

FINANCIAL REPORT: The Financial Report for June (end of FY19) was reviewed. Jill moved to accept the Financial Report as written, Lyn seconded, and it was so voted.

The Financial Report for July (beginning of FY20) was reviewed. Sean moved to accept the Financial Report as estimated (official budget has not yet been received from Town Hall), Mary Beth seconded, and it was so voted.

MAINTENANCE: Carpet cleaning has been completed. The Trustee Room chair rails and painting is still on the old “to-do” list, as is completion of the fire alarm system rejuvenation (the company is waiting for parts to arrive).

FOUNDATION NEWS: The Foundation has concerns with the building contract being addressed to the Board of Trustees rather than the Foundation. The Trustees will review the contract and discuss at the September meeting.

NEW BUSINESS: The library will likely be dropping Lynda.com (LinkedIn Learning). There was discussion on how to best alter the library’s fines policy; options were discussed, and will be finalized soon. There was discussion about unauthorized patrons parking in handicapped spaces; Debbie will have offenders towed. There was discussion about approving an official contract for the Director; the Trustees will review options and discuss at the September meeting.

The library will be receiving \$25,000 in state funding for technology, which will mainly benefit the Children’s/Young Adult’s areas and appropriate technology.

The next meeting of the Board of Trustees will be held on Thursday, September 9, 2019 at 6:30pm.

Mary Beth moved to adjourn the meeting, Jill seconded. The meeting was adjourned at 8:20 P.M.

Respectfully submitted,

Jillian Taylor
Secretary