

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for November 14, 2019

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

Larissa Curley, Chairperson, called the meeting to order at 6:37 P.M. The minutes of the October meeting were read. Mary Beth made a motion to accept minutes as written, Carol seconded, and it was so voted.

OLD BUSINESS: Fines topic tabled again, until December. Architect RFP in process; Deb has been doing research. Media equipment purchase has been approved by PACTV (yay)!

DIRECTOR'S REPORT: The Director's Report for October was read. For the future, as Hoopla and Overdrive breakdowns are getting long, Debbie will consolidate the lines.

State financial reports were filed and the library has met the minimum requirements for certification. Adjustments were made to account for the removal of the custodian line to the town manager's department.

The library gave away free renewal cards in September for Library Card Sign-up Month, and 52 were given away.

The library was on generator power on the 17th, when the majority of town lost power (Director's report will be amended from 17rd to 17th).

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

YOUTH SERVICES REPORT: The Youth Services Report for October was read. Signs and Sweets for Halloween (using American Sign Language) did very well. With only five volunteers, Melissa made it work.

There is a llama portrait for Pop Up Art School coming up in November.

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for October was read. There were 74 reference requests, including 30 which were technology-related. 62 requests were made in person, 10 via telephone, and 2 via e-mail.

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

FINANCIAL REPORT: The Financial Report for October was reviewed.

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

MAINTENANCE: The meeting room and building exterior painting/repair has been completed (apart from window sills which will still need repair). Chair rails for the Trustee's Room are still pending.

There have been several boiler issues. Smaller issues have been taken care of, but more repairs will be necessary.

FOUNDATION NEWS: No news to report.

NEW BUSINESS: Annual Report is coming in November. The Fiscal Year Report is due on Monday; Debbie has been advised to keep level funding.

The Trustees present are willing to apply \$250 towards funding the annual staff holiday party.

The next meeting of the Board of Trustees will be held on Thursday, December 12, 2019 at 6:30pm.

Mary Beth moved to adjourn the meeting, Carol seconded. The meeting was adjourned at 7:35 P.M.

Respectfully submitted on behalf of note-taker, Sean Fitzpatrick,

Jillian Taylor
Secretary