

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for August 13, 2020

ATTENDING: Kathy Benvie (Assistant Library Director), 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 virtual meeting to order at 6:31 P.M. Larissa read Governor Baker's March 15th order regarding Open Meeting Law and virtual board meetings. The minutes of the July meeting were read. Mary Beth made a motion to accept minutes as written, Lyn seconded, and it was so voted.

OLD BUSINESS: Curbside pickup has been going well. The building maximum of 65 hasn't become an issue, there have been a maximum of 20 patrons inside the building at any one time.

DIRECTOR'S REPORT: The Director's Report for July was read. Passport applications have been one of the areas to suffer most from coronavirus shut downs. Hopefully the library will be able to resume processing applications before too long! Overdrive and Hoopla! numbers have been soaring, as patrons use digital media while staying safe at home.

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

YOUTH SERVICES REPORT: The Youth Services Report for July was read. Melissa held the library's first Digital Escape Room events, which went well. There will be two additional, similar events in August.

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 July was read. Stephanie's two ongoing virtual groups (Book Club and Cookbook Club) have remained popular. The virtual Book Club event for *Writers & Lovers* had 10 lively participants.

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

ASSISTANT DIRECTOR'S REPORT: The Assistant Director's Report for July was read. Library staff spent a lot of time on the phone with patrons in July, coordinating pickup of materials. The library re-opened with limited hours on August 3rd, and the continuation of curbside pickup service and resumption of inter-library loans allowed more patrons to gain access to physical materials.

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

FINANCIAL REPORT: The Financial Report for July was reviewed. Discussion on whether or not to utilize Edna Raistrick (Large Print Only) funds. Lyn made a motion to withdraw up to \$1,500 from the fund for a large print standing order, Jill seconded, and it was so voted.

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

MAINTENANCE: Debbie is having mold inspection/cleaning/insulation performed on the library's HVAC system. It is not believed that mold has infiltrated the interior of the ventilation system. Some carpentry plans are in progress, mostly for sill work.

The library has had a few roof leaks. Debbie will have a roofer out soon to patch it.

FOUNDATION NEWS: No news to report.

FRIENDS NEWS: The Friends are planning to host the Book Sale on September 25th, outside in the library's parking lot. Donations had not been accepted for a while, but the library will now begin taking donations again.

NEW BUSINESS: Melissa will be purchasing materials to assist in home learning for the upcoming school year.

Mary Beth provided some updated information on facemask protections and HEPA filters/ventilation.

The next meeting of the Board of Trustees will be held on Thursday, September 10, 2020 at 6:30pm.

Jill moved to adjourn the meeting, Sean seconded. The meeting was adjourned at 7:17 P.M.

Respectfully submitted,

Jillian Taylor
Secretary