

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for March 11, 2021

ATTENDING: Kathy Benvie (Assistant Library Director), Mary Beth Courtright, Larissa Curley, Lyn Dionne, Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick, Jill Taylor, Carol Watches, and Deb Wall (Library Director).

Larissa Curley, Chairperson, called the virtual meeting to order at 6:30 P.M. Larissa read Governor Baker's March 12, 2020 Executive Order regarding Open Meeting Law and virtual board meetings. The minutes of the February meeting were read. Carol made a motion to accept minutes as written, Lyn seconded, and it was so voted.

OLD BUSINESS: Curbside pickup is going extremely well. The library is almost back to being open "normal" business hours.

Town Manager and Debbie have continued to work on FY22 budget and progress is being made. Debbie is planning a presentation for the Town Manager and the Advisory Board.

The RFID project is moving forward steadily, with teams working on Sundays to make progress. Staff began with CDs and is now working on DVDs.

DIRECTOR'S REPORT: The Director's Report for February was read. State guidelines have changed, so the new "quarantine" time for library books will be 24 hours. Overdrive numbers have increased over those of the past three years at this time; there were 1137 downloads in February of 2018, 1644 downloads in February of 2019, 1936 downloads in February of 2020, and 1980 downloads this February.

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 February was read. The Take & Make Craft Kit this month (Birdseed Cookies) went well, with 98 children and 16 teens participating. Storytime To-Go Kits (Starry Nights theme) were also popular; 70 children "attended".

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for February was read. There were a total of 16 reference requests in February. There were 11 attendees at the (virtual) Book Club meeting, for *Disappearing Earth*.

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

FINANCIAL REPORT: The Financial Report for February was reviewed. The library has received state funding. Passport applications are continuing at a steady pace.

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

MAINTENANCE: Septic system needed repair due to a clog. It's been cleaned out and Debbie is hopeful there will be no further issues.

Sidewalk repair planning is underway. The repair company who came out to quote the work recommended an engineer be consulted.

FOUNDATION NEWS: No news to report.

FRIENDS NEWS: Friends had a meeting earlier this week. They are planning an outdoor book sale for June and some cool member sign up goodies.

NEW BUSINESS: No new business to report.

The next meeting of the Board of Trustees will be held on Thursday, April 8, 2021 at 6:30pm.

Carol moved to adjourn the meeting, Lyn seconded. The meeting was adjourned at 7:05 P.M.

Respectfully submitted,

Jillian Taylor
Secretary