

# **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for February 11, 2021*

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

Larissa Curley, Chairperson, called the virtual meeting to order at 6:33 P.M. Larissa read Governor Baker's March 12, 2020 Executive Order regarding Open Meeting Law and virtual board meetings. The minutes of the January meeting were read. Mary Beth made a motion to accept minutes as written, Sean seconded, and it was so voted.

**OLD BUSINESS:** Curbside pickup is going extremely well. Outreach has been excellent and the number of pickups has been increasing each week. Debbie hopes to re-open the library on Monday, February 22<sup>nd</sup>, but a final decision has not yet been made. The number of COVID-19 cases in town have been on a downward trend, which is encouraging.

The FY22 budget is still being worked on; updates to follow.

RFID is going well, so far. Staff has been collaborating and working on best practices for the new system.

**DIRECTOR'S REPORT:** The Director's Report for January was read. There were 773 curbside pick-ups completed in February. A lot of behind-the-scenes work was done to achieve such a high volume; staff was busy pulling holds, arranging pick-ups, checking out and bagging materials, and bringing items out at the arranged times.

Forty-one Passport applications were processed this month, and downloadable content remains extremely popular.

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

**YOUTH SERVICES REPORT:** The Youth Services Report for January was read. The Storytime To-Go programs this month were very popular! The feedback on Take-Home Kits has been positive. Melissa attended the RFID training and has begun tagging.

Carol 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 January was read. There were a total of 15 reference requests this month, including research, specific item requests, and general information requests.

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

**FINANCIAL REPORT:** The Financial Report for January was reviewed.

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

**MAINTENANCE:** Unfortunately, a patron was injured in a fall on the sidewalk in front of the library. Sidewalk repair was already part of the Capitol Plan, but its priority has been moved up.

**FOUNDATION NEWS:** No news to report.

**FRIENDS NEWS:** No news to report.

**NEW BUSINESS:** Town Meeting Articles have been submitted prior to the deadline. These include the Capitol Plan, funds for additional computers, and addressing pay rates for pages and aides.

The next meeting of the Board of Trustees will be held on Thursday, March 11, 2021 at 6:30pm.

Carol moved to adjourn the meeting, Lyn seconded. The meeting was adjourned at 7:00 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary