

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for May 13, 2021

ATTENDING: Mary Beth Courtright, Larissa Curley, Bob DeMarzo (Library Foundation), Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick, Jill Taylor, and Deborah Wall (Library Director).

Larissa Curley, Chairperson, called the virtual meeting to order at 6:42 P.M. Larissa read Governor Baker's March 13, 2020 Executive Order regarding Open Meeting Law and virtual board meetings.

Bob provided updates on recent Foundation activities; Marie Peeler hasn't been able to devote as much time to the Foundation as she would have preferred so, this week, she and Steve Curley voted to elect Bob Vice-President of the Board. Substantial funds from the Foundation's benefactor still exist. Discussion on possible uses for the funds was had; most notably, all present are still interested in an addition to the library building being made to expand the Children's/Craft area. Discussion on possible fundraising opportunities was had; most notably offering plaques to be displayed in the library honoring those who donate above a certain amount. The Trustees were happy to hear from Bob and look forward to seeing the progress the Foundation makes in the months to come!

The minutes of the April meeting were read. Mary Beth made a motion to accept minutes as written, Sean seconded, and it was so voted.

OLD BUSINESS: The quarantining of books due to the Coronavirus Pandemic has been halted, as case numbers have dropped significantly and state guidelines have started to relax. Deb is considering continuing to offer curbside pickup as a side service, as it has been helpful to patrons who have limited mobility. Meetings can now be held in person again.

Kathy Benvie (Assistant Library Director) joined the meeting at 6:55 P.M.

Discussion was had on the subject of fines, the collection and issuance of which has been on hold since a State of Emergency was declared in Massachusetts. Jill made a motion to keep the library fine-free until patrons can sit, in person, in the building for extended periods of time. Mary Beth seconded, and it was so voted. Jill proposed an option to offer a fine amnesty for existing fine balances, possibly including donations to the food pantry. Deb mentioned possibly timing such an option with the kick of the Summer Reading program, which was well-received. Deb will make a formal plan and bring it to the Trustees next month.

With several meetings regarding the FY22 budget under her belt, Deb reported that there have been no significant changes made. RFID gates are in and tagging is moving along.

DIRECTOR'S REPORT: The Director's Report for April was read. The Young Adult and Children's circulation numbers were juxtaposed; that will be amended. Sean moved to accept the amended Director's Report, Jill seconded, and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for April was read. The Summer Reading program begins on June 28th, with a kick-off event planned for June 30th.

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for April was read. Mary Beth moved to accept the Reference Librarian's Report, as written, Jill seconded, and it was so voted.

FINANCIAL REPORT: The Financial Report for April was reviewed. Toward the end of each fiscal year, the library's recorded financial report numbers don't always match those of Town Hall; the net result does usually, eventually, match. Jill inquired as to how long the library holds on to financial records. Deb reported, on average, financial records are kept for 8 years.

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

MAINTENANCE: Sidewalk repair will be a process and will take a bit of time to complete; the library must wait for funding to be approved before any movement can be made, and Town Meeting has been delayed due to the Pandemic.

The roof has lost several shingles, and others are "flapping in the wind". The roofer has been contacted.

FOUNDATION NEWS: No news to report after Bob's update at the start of the meeting.

FRIENDS NEWS: The Friends will be meeting in person this week! The Book Sale is planned for Saturday, June 12th. The Friends are debating options for holding the Basket Raffle.

NEW BUSINESS: Lyn has resigned her position on the Board of Trustees. She has been a dedicated advocate for and supporter of the library for many years, and her presence will be greatly missed on the Board. The Trustees wish her well and thank her, sincerely, for her many years of service to the library and the community.

The next meeting of the Board of Trustees will be held in the meeting room on Thursday, June 10, 2021 at 6:45 P.M.

Mary Beth moved to adjourn the meeting, Sean seconded. The meeting was adjourned at 7:32 P.M.

Respectfully submitted,

Jillian Taylor
Secretary