

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for April 8, 2021

ATTENDING: Kathy Benvie (Assistant Library Director), Mary Beth Courtright, Larissa Curley, 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 6:38 P.M. Larissa read Governor Baker's March 13, 2020 Executive Order regarding Open Meeting Law and virtual board meetings. The minutes of the March meeting were read. Mary Beth made a motion to accept minutes as written, Carol seconded, and it was so voted.

OLD BUSINESS: Patrons are slowly realizing the library is open to the public again. Curbside pickup remains an option, but in-person visits are steadily increasing.

FY22 budget has changed (for the better); Debbie had a meeting with Advisory/Town Manager and there will be an increased payroll budget over what had been anticipated.

RFID installation has been completed and use of the system officially kicked off on Friday!

DIRECTOR'S REPORT: The Director's Report for March was read. Overdrive downloads continue to be popular. Computer use has started to pick back up, with 172 patrons utilizing computers in March. Passport applications EXPLODED last month, with 70 applications processed.

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

YOUTH SERVICES REPORT: The Youth Services Report for March was read. There were a total of 63 Kids programs in March, including a Storytime To-Go Kit (Ocean Exploration) and a Take & Make Craft Kit (Pom-Pom Sheep).

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for March was read. There were a total of 28 reference requests in March, including 9 technology-related requests, 2 research requests, 2 item requests, and 4 general information requests.

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

FINANCIAL REPORT: The Financial Report for March was reviewed. Passports continue to bring in much-needed revenue.

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

MAINTENANCE: The staff bathroom had a plumbing issue (a clog), which was repaired. Sidewalk repair was discussed (as there is a section that is a tripping hazard), and the repair is still included in our Capitol budget plan. Hopefully the repair will be completed this year.

FOUNDATION NEWS: Bob DeMarzo plans to present some information next month.

FRIENDS NEWS: The Book & Bake sale is planned for June; social distancing guidelines will need to be followed, so some extra planning may need to go into it.

NEW BUSINESS: No news to report.

The next meeting of the Board of Trustees will be held on Thursday, May 13, 2021 at 6:30 P.M.

Carol moved to adjourn the meeting, Sean seconded. The meeting was adjourned at 7:14 P.M.

Respectfully submitted,

Jillian Taylor
Secretary