

## **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for October 20, 2021*

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

Carol Watches, Chairperson, called the meeting to order at 7:06 P.M.

The minutes for the September meeting were read. The first sentence of Old Business will be amended to read, "The library will begin Sunday hours on September 17<sup>th</sup>", replacing, "The library is reopening September 17<sup>th</sup>". Jill moved to accept the minutes as amended, Larissa seconded, and it was so voted.

The minutes of the October 2<sup>nd</sup> Special Meeting were read. Sean moved to accept the minutes, Larissa seconded, and it was so voted.

**DIRECTOR SEARCH:** The Library Director Search Committee interviewed another candidate who they have voted to advance to the Board interview stage. Carol will attempt to schedule a second interview before the Board of Trustees for next week.

There is a third candidate who the Search Committee will discuss at their next meeting.

**OLD BUSINESS:** Foot traffic is continuing to increase, including on Sundays.

There is still a vacant seat on the Board of Trustees. Carol suggested that the Trustees reach out to neighbors to see if there is any interest in filling the seat.

The staffing salary study has not been completed by Mr. Chenard, Town Manager. All three steps of pay rates for Pages are currently at the same level, which will soon be that of the minimum wage. This wage issue is an extremely important issue that needs to be addressed as soon as possible.

**DIRECTOR'S REPORT:** The Director's Report for September was read. Young Adult circulation appears to be low for this time of year, but it has increased over last September's numbers. It's been a slow rebuilding process from the effects of the Pandemic.

Fifty-four passport applications were processed last month. There are three new library Aides who will be a wonderful addition to the library staff. Mary Beth moved to accept the Director's Report, Larissa seconded, and it was so voted.

**YOUTH SERVICES REPORT:** The Youth Services Report for September was read. Local author, Erin Petti, was a hit with her writing workshop. All 24 of the initial passive Scavenger Hunt crafts were snapped up quickly; Melissa added a second round! Jill moved to accept the Youth Services Report, Sean seconded, and it was so voted.

**REFERENCE LIBRARIAN'S REPORT:** The Reference Librarian's Report for September was read. Movie Matinee attendance is increasing, now that patrons are able to enter the building again. The Book Club Meeting on September 7<sup>th</sup> had 12 attendees; they read *This Tender Land*. Mary Beth moved to accept the Reference Librarian's Report, Larissa seconded, and it was so voted.

**FINANCIAL REPORT:** The Financial Report for September was reviewed. Larissa moved to accept the Financial Report, Jill seconded, and it was so voted.

**MAINTENANCE:** Reports of a musty smell in the building prompted investigation on October 4<sup>th</sup>. Kathy called the library's roofing company, who did not respond. The Town Manager recommended two companies to call and one inspected the flat roof. They are generating a quote for repairs which Kathy expects to have in hand by the end of this week.

Carpet cleaning: \$2,000

Tree contracted to be removed: \$2,000

A fire suppression system inspection was done in August. The library were supposed to have a five-year internal inspection completed which had not yet been done. Cost for both inspections, a few valve replacements, and signage: \$2,254

Kathy spoke to the Town Manager regarding the above items coming out of the library's budget just before we welcome a new Director, and he suggested Kathy hold off on the carpet cleaning until the quote for the roof repair. Mr. Chenard asked Kathy to notify him by November 1<sup>st</sup> of any lines we will need to have increased by more than 2%.

Kathy is meeting with the sidewalk repair company on November 12<sup>th</sup>.

**FRIENDS NEWS:** The Basket Raffle is going really well and the book sale is coming up on November 6<sup>th</sup>.

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

**NEW BUSINESS:** FY23 Budget requests (any lines we are requesting be increased by 2%) are due to Town Manager by November 1<sup>st</sup>.

*Unsolicited material inserted into books:* A staff member discovered a business card-sized advertisement for a self-published book within the pages of a library-owned book. A search of materials in the area was conducted. 48 of the cards were discovered and discarded. Last week, a patron reported finding one of the cards in a fiction book and reported it to the library. The staff searched all of the books by that author and found and discarded an additional 50 cards. A visual inspection of each book will be done upon checkout, to prevent these cards from going home with patrons.

A police officer was in to speak with staff and Kathy notified the Town Manager of the issue, this week. Pembroke's Police Chief has notified the Boston FBI field office.

The Bulletin Board Policy for the library prohibits distribution of advertisements by patrons. Any advertisements must be submitted to library staff for consideration. Discussion on expanding this policy to including wording to cover unsolicited materials placed in books. The Trustees will modify the Bulletin Board Policy and the Standards of Conduct Policy.

*Outreach:* The library will have a table at the Council on Aging Open House on November 10<sup>th</sup> from 4pm-7pm. Melissa has been coordination with the Tree Lighting committee and the library plans to have a table there, as well.

*Donation in Ann Dunnington's memory:* The creation of beautiful keepsakes are in progress and there will be a new piece of furniture added to prominently display large print books.

*Study rooms:* Requests for study rooms have been increasing. This is a topic which was brought up early on as a potential option for the Foundation to consider when contemplating building additions/renovation.

A patron has offered to donate a grand piano to the library. Discussion on how kind the offer is and how that might work. Topic tabled to a future meeting.

The next meeting of the Board of Trustees will be held on Wednesday, November 17, 2021 at 7:00 P.M.

Larissa moved to adjourn the meeting, Mary Beth seconded. The meeting was adjourned at 8:50 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary