



## PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

*Meeting Minutes for March 16, 2022*

**ATTENDING:** Mary Beth Courtright, Larissa Curley, Tracy Marino (Friends President), Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick, Jill Taylor, Marcie Walsh-O'Connor (Library Director), and Carol Watches (Chairperson). There is currently one vacancy on the Board.

Carol Watches, Chairperson, called the meeting to order at 7:08 P.M.

**FRIENDS NEWS:** Reorganized in the fall; Tracy Marino is President, Donna Frano is Vice President, Linda Osborne is Treasurer, Daria Grisanzio is the Clerk, and Julie Bosworth is in charge of membership. Main focus is reinvigoration of membership, which has fallen by the wayside. There is a whole new membership package that has been put together and there will be some great incentives to entice new members and a quarterly newsletter to look forward to.

Discussion on potential options for future Friends' funds, such as charging stations, landscaping equipment, and feminine product dispensers for the restrooms.

**MINUTES OF PREVIOUS MEETINGS:** The minutes of the January 19th meeting were read. No discussion; Trustees will vote on them in April. There was no meeting in February.

**OLD BUSINESS:** *Capital needs update* – Marcie spoke to Bill, who requested the quoted amount for rooftop HVAC units (\$150,000). Other items Marcie submitted cost estimates for are faucets for bathrooms, carpeting for Children's Room, and new book drops. Window replacement and cameras are on the horizon.

*FY23 Budget* – There will be a tiered structure for Aides and Pages, so there will be a fair difference in pay between the two positions. The budget will fund the library appropriately to meet state certification requirements.

**FOUNDATION NEWS:** Quote from PACTV received (\$21,000) for technology for the Community Room.

**DIRECTOR'S REPORT:** The Director's Report for February was read. Marcie is pleased with the circulation numbers, which were high despite holidays and snow days (and a lingering Pandemic). SAILS performed an onboarding of Marcie, to familiarize her with the network specifics. She will be set up with a mentor from another library to help guide her as she becomes familiar with the various policies. The Trustees will vote on the report in April.

**YOUTH SERVICES REPORT:** The Youth Services Report for February was read. The red cart, previously used for the bar code duplicator, has been repurposed to be the start of the “Maker Space”; it’s now a “Mini Makerspace”. The Teen Puzzle Race is being eagerly anticipated. The next one is a 100-piece puzzle. The Trustees will vote on the report in April.

**REFERENCE LIBRARIAN’S REPORT:** The Reference Librarian’s Report for February was read. There were 20 total requests in February, including 9 in-person requests. Carol inquired as to whether or not the Book Club will move from virtual to in-person meetings. They will remain virtual for now, though Stephanie will periodically revisit the question. The Trustees will vote on the report in April.

**FINANCIAL REPORT:** The Financial Report for February was reviewed. Purchase of services line is over by approximately \$4,000. Bill Chenard is aware of this, as it’s due to unavoidable building maintenance/repair costs. Passports remain a strong source of income for the library. The Trustees will vote to accept the report at the next meeting.

**MAINTENANCE:** No news to report.

**NEW BUSINESS:** *Quilt* – The 300<sup>th</sup> Committee quilt shadow box frame was quoted between \$8,000 and \$10,000. Jill will speak to a contact of hers to see if a frame can be built for short money.

*Safe Child Policy* – Discussion of details of the proposed changes made to ages at which children should be supervised by their caregiver(s). There was no opposition to the changes, but no vote was taken.

*Social Media Policy* – Discussion on reference to internal training documents/procedures referenced in the proposed policy. The line will be removed and Trustees will vote on the policy at the next meeting.

*Reconsideration Policy* – Reviewed the proposed policy. No opposition/discussion. The Trustees will vote on the policy at the next meeting.

*Sunday Hours* – Marcie proposed choosing specific timeframes for the library’s seasonal Sunday open hours. The Trustees are supportive of this plan.

**UNSCHEDULED BUSINESS:** No unscheduled business to report.

The next meeting of the Board of Trustees will be held on Wednesday, April 20, 2022 at 7:00 P.M.

The meeting was adjourned at 8:42 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary