



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

*Meeting Minutes for April 20, 2022*

**ATTENDING:** Larissa Curley, 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 7:03 P.M.

**MINUTES OF PREVIOUS MEETINGS:** Larissa moved to accept the minutes of the January meeting, as written. Sean seconded and it was so voted. There was no Trustee meeting in February.

The minutes of the March meeting were read. Larissa moved to accept the minutes, as written. Sean seconded and it was so voted.

**OLD BUSINESS:** *Quilt* – The quilt was placed into a custom-built frame and mounted in the Trustees' Room. The frame was designed and constructed by film and TV colleagues of Jill's.

*Library Standards of Conduct* – Trustees reviewed the updated Standards, which include a change to make the food and beverage policy slightly more lenient. Carol mentioned items "i" and "j", regarding harassment and abusive behavior; asking if the Standards should specify that the noted behavior will result in a particular enforcement response. Section III details the methods of enforcement of the Standards of Conduct. After Trustees' careful review, Sean moved to adopt the Standards and Larissa seconded. It was so voted.

*Safe Child Policy* – Larissa made a motion to accept the revised Safe Child Policy, which includes a new revision in Section VIII, where line "e" will end with "point f" rather than "Step 6". Sean seconded and it was so voted.

*Social Media Policy* – Sean mentioned slight typographical errors, one in "User Responsibility and Use Restrictions", section "a", and a second error with the numbering of the sections, both of which will be updated in the final version. Sean made a motion to accept the updated Social Media Policy, as amended. Jill seconded and it was so voted.

*Reconsideration Policy* – Jill made a motion to accept the Reconsideration Policy. Sean seconded and it was so voted.

*DEI* – Stephanie has stepped down from the DEI Committee and Marcie has taken her place.

*Campaign Button* – A member of staff elected to wear a campaign button for a local candidate for the Select Board. Several patrons lodged complaints to Larissa and the Town Manager. Massachusetts Law does allow for town employees to wear such things on a temporary basis, but there will be a town-wide prohibition of political garments and accessories during work hours/in work spaces.

*Status of the FY22 Action Plan Items due by June 30, 2022 (% increases per year)* – There has been a sufficient increase in e-book circulation and the goal of having the library work with the Pembroke Diversity, Equity, and Inclusion Committee has been met, early, but as of now, none of the other FY22 Action Plan goals have been met (as compared to statistics from 2019). The Pandemic has affected some of these goals, obviously.

**FRIENDS NEWS:** Agreed to fund the Aunt Flo dispensers for the public bathrooms and the needed equipment for the custodian. The Book & Bake Sale will be themed toward raising funds for furniture for the Meeting Room.

**FOUNDATION NEWS:** The Foundation shall have some fun things delivered directly to the library soon, care of Marcie.

**DIRECTOR'S REPORT:** Jill moved to accept the January Director's Report, as written. Sean seconded and it was so voted. Sean moved to accept the February Director's Report, as written. Larissa seconded and it was so voted.

The Director's Report for March was read. Marcie attended the Chamber of Commerce Breakfast in March and had the pleasure of meeting local community members. Sean commented on the increase in items marked missing; Stephanie has been aggressively weeding out materials to make room for newer materials.

Larissa moved to accept the March Director's Report, as written. Jill seconded and it was so voted.

**YOUTH SERVICES REPORT:** Sean moved to accept the January Youth Services Report, as written. Larissa seconded and it was so voted. Larissa moved to accept the February Youth Services Report, as written. Jill seconded and it was so voted.

The Youth Services Report for March was read. Sadly, there were no takers for March's Teen Puzzle Race. The Kids Puzzle Race was a huge success, however. Melissa has been busy!

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

**REFERENCE/ADULT SERVICES REPORT:** Jill moved to accept the January Reference/Adult Services Report, as written. Sean seconded and it was so voted. Sean moved to accept the February Reference Librarian's Report, as written. Larissa seconded and it was so voted.

The Reference/Adult Services Report for March was read. Stephanie has been extremely busy; Movie Matinees were popular and patron engagement has been steadily increasing.

Sean moved to accept the March Reference/Adult Report, as written. Larissa seconded and it was so voted.

**FINANCIAL REPORT:** Sean moved to accept the January Financial Report, as printed. Jill seconded and it was so voted. Jill moved to accept the February Financial Report, as printed. Sean seconded and it was so voted.

The Financial Report for March was reviewed. We are still over on Purchase of Services, but lines are looking good, otherwise. Jill inquired about whether or not Marcie has received statements for our gift lines; she has not and will look into it. Jill moved to accept the March Financial Report, as printed. Sean seconded and it was so voted.

**MAINTENANCE:** Nothing major to report.

**NEW BUSINESS:** Town Meeting will be held on Tuesday, May 10<sup>th</sup> and Town Elections will be held Saturday, May 14<sup>th</sup>.

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

The next meeting of the Board of Trustees will be held on Wednesday, June 15, 2022 at 7:00 P.M.

The meeting was adjourned at 9:12 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary