



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for June 15, 2022

ATTENDING: Stephanie Ciciotti, Mary Beth Courtright, Larissa Curley, Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick, Jill Taylor, Marcie Walsh-O'Connor (Library Director), and Carol Watches (Chairperson).

Carol Watches, Chairperson, called the meeting to order at 6:56 P.M.

NEW TRUSTEE: A warm welcome to our newly-elected Trustee, Stephanie Ciciotti! Stephanie shared a bit about herself and the other Trustees did the same.

ELECTION OF OFFICERS: Following the recent town election, the Trustees voted to reorganize the Board by appointing Sean Fitzpatrick as Chairperson (motion made by Mary Beth and seconded by Larissa), Larissa as Vice-Chairperson (motion made by Mary Beth and seconded by Carol), and Jill Taylor as Secretary (motion made by Larissa and seconded by Sean). All Trustees were in favor and it was so voted. Immediately following the vote, Sean, Chairperson, began presiding over the meeting.

MINUTES OF PREVIOUS MEETING: The minutes of the April meeting were read. Mary Beth moved to accept the minutes, as written. Carol seconded and it was so voted. There was no May meeting.

DIRECTOR'S REPORT: The Director's Report for April was read. Marcie reports circulation numbers are up, markedly. The library will soon have feminine products available for patrons in the public restrooms, courtesy of the Friends of the Pembroke Library. Town Meeting went well, with the library's requests being funded as requested. Jill moved to accept the April Director's Report, as written. Mary Beth seconded and it was so voted.

The Director's Report for May was read. Mary Beth moved to accept the May Director's Report, as written. Larissa seconded and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for April was read. Early in the month, the Teen Take & Make crafts were tampered with, so Melissa will begin to set out the kits fewer at a time. Carol inquired about how volunteers are enticed to give their time in volunteering at the library. Melissa doesn't actively recruit volunteers; they tend to proactively offer their services. Stephanie asked about what kinds of tasks the teen volunteers typically perform. Volunteers usually take care of smaller tasks, such as craft and Story Time preparation. Carol moved to accept the April Youth Services Report, as written. Jill seconded and it was so voted.

The Youth Services Report for May was read. The wooden chairs in the Children's Room have been repaired and repainted by carpentry students at Silver Lake Regional High School. They did an absolutely wonderful job! Mary Beth moved to accept the May Youth Services Report, as written. Carol seconded and it was so voted.

REFERENCE/ADULT SERVICES REPORT: The Reference/Adult Services Report for April was read. There were 101 Passport applications this month! Carol moved to accept the April Reference/Adult Services Report, as written. Larissa seconded and it was so voted.

The Reference/Adult Services Report for May was read. Weeding of materials is ongoing; Stephanie has been making an unbelievable amount of progress. Carol moved to accept the May Reference/Adult Report, as written. Mary Beth seconded and it was so voted.

FINANCIAL REPORT: Marcie reports that the library's funds are generally where they should be as we approach the end of the Fiscal Year. Passport revenue will be instrumental in accomplishing the library's smaller upcoming goals. The Financial Report for April was reviewed. Sean inquired about the Purchase of Services line. This line is over budget due to necessary HVAC repairs, which was anticipated. Jill asked about the status of Trustees' signing off on payroll and invoices on a weekly basis. This procedure was suspended early on in the Coronavirus Pandemic. There has been no guidance from the town on this; Jill will check on it. Jill will also look into having the Trustees receive end of year annual reports for the library's revolving/Trust funds. Jill moved to accept the April Financial Report, as printed. Carol seconded and it was so voted.

OLD BUSINESS: *Action Plan discussion with the MBLC* – Marcie met with the MBLC via Zoom and discussed the Action Plan. The concern was with the fact that data may be skewed due to the Pandemic. The MBLC clarified that they usually only look at the Action Plan when reviewing grant applications. They also let Marcie know, as a new Director, she has an extra year to meet the Action Plan goals, as far as the MBLC is concerned.

Foundation News – Bob DeMarzo is hoping to start fundraising soon for meeting room technology. The Foundation has received some bank funding for this purpose and has already ordered all of the equipment that will be needed.

NEW BUSINESS: *Annual performance evaluation of Director* – at 7:56 P.M., Jill made a motion to move the meeting to Executive Session in order to complete the Director's annual performance evaluation. Carol seconded. Roll Call vote: Carol – yes, Mary Beth – yes, Jill – yes, Stephanie – yes, Larissa – yes, and Sean – yes. The meeting moved to Executive Session, pursuant to the Open Meeting Law, G.L. c. 30A, § 21. Sean stated the purpose for Executive Session, "To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel". Sean indicated that the meeting would reconvene in open session following the Executive Session. Melissa departed the meeting.

The possibility of the Trustees hosting a "meet and greet with Marcie" this fall was discussed, as one way to familiarize patrons with their wonderful new Director.

Carol made a motion, at 8:41 P.M., to adjourn Executive Session and reconvene in open session. Mary Beth seconded. Roll Call vote: Carol – yes, Mary Beth – yes, Jill – yes, Stephanie – yes, Larissa – yes, and Sean – yes. Melissa rejoined the meeting.

Trustee Conflict of Interest training – Jill will look into whether or not the training is required for all Trustees this year and will also gather the information needed for Stephanie, as a new Trustee, to complete the training.

Town Meeting – Town Meeting went well and all of the library's requests were fulfilled.

MBLC "Deep Dive" for new board members – Stephanie was given the information to attend this virtual presentation for new Board members.

Meeting Room Policy – Marcie provided a revised draft of the Library's Meeting Room Policy to the Trustees. Revisions include the addition of a visual aid to reflect the standard set up of furniture in the Meeting Room and the addition of a new rule regarding set up, "The room will be arranged in the standard set up and you will be responsible for rearranging the room for your use. You will also be responsible for returning the room to the standard set up after your use. Failure to return the room to the standard set up may impact your future room use. The standard set up is on the 2nd page of the application and is posted in the Meeting Room." Jill moved to accept and approve the revisions to the Meeting Room Policy, Mary Beth seconded, and it was so voted.

DEI – The DEI Committee which had been established by the town has been disbanded. Marcie suggested the library start up a DEI program of its own. Sturbridge Public Library has a program which Marcie would like to use as inspiration. The Trustees suggested Marcie prepare a more defined plan and investigate options for how the program could be managed. The Trustees look forward to further discussion at upcoming meetings.

Staff Chairs – Per Marcie, the staff chairs are in horrendous condition and should be replaced. W.B. Mason has given Marcie some ideas; she is looking for feedback from the staff and will ask for samples from W.B. Mason and other vendors so staff can try them out.

Massachusetts Library Association Conference – Marcie attended a series of meetings (too numerous to list here) at the MLA conference, such as "Managing Building Projects at Any Scale", "Book Groups Are Readicrossy", "Municipal Boot Camp", and "Marketing is not an Afterthought".

Passports – Kathy and Marcie discussed the high volume of Passport applications being processed. An upper threshold of approximately 100 applications per month has been established, so that staff does not allocate the bulk of their time to Passport processing rather than to library services.

Emergency Preparedness Presentation – Tabled to the next meeting.

Staff Training: Thursday, July 14 – The building will be closed for the day; staff is scheduled to complete a series of training programs, including CPR/First Aid training.

Recognition of Lyn Dionne, former Trustee – Carol led a moment of silence to mourn the passing of former Trustee, Lyn Dionne. Suggestions were made for ways in which the Trustees could potentially memorialize her and her service to the community. Options will be discussed at the next meeting.

UNSCHEDULED BUSINESS: The Trustees wish to offer their most sincere condolences to the library's custodian, Matt, on the passing of his wife.

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

The meeting was adjourned at 9:30 P.M.

Respectfully submitted,

Jillian Taylor
Secretary