



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for July 20, 2022

ATTENDING: Stephanie Ciciotti, Larissa Curley, Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick (Chair), Jill Taylor, and Marcie Walsh-O'Connor (Director).

Sean Fitzpatrick, Chair, called the meeting to order at 7:07 P.M.

MINUTES OF PREVIOUS MEETING: The minutes of the June meeting were read. Larissa moved to accept the minutes, as written. Stephanie seconded and it was so voted.

DIRECTOR'S REPORT: The Director's Report for June was read. Circulation is looking good. Marcie has started the ARIS report; everything is looking great, so far. Larissa moved to accept the June Director's Report, as written. Stephanie seconded and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for June was read. This month's Teen Take-and-Make was themed for Pride month and included two craft options (both very popular). Jill asked how the new practice of doling out craft kits a few at a time was going; Melissa confirmed it's been working out well. Stephanie moved to accept the June Youth Services Report, as written. Jill seconded and it was so voted.

Carol Watches joined the meeting at 7:13 P.M.

REFERENCE/ADULT SERVICES REPORT: The Reference/Adult Services Report for June was read. Jill moved to accept the June Reference/Adult Services Report, as written. Stephanie seconded and it was so voted.

Mary Beth Courtright joined the meeting at 7:22 P.M.

FINANCIAL REPORT: Stephanie moved to accept the April Financial Report, as printed. Larissa seconded and it was so voted.

Status of Trustees' signing of payroll/invoices – Jill reached out to Bill Chenard, Town Manager, who confirmed the emergency declaration has been lifted. The Trustees will resume signing payroll and invoices, on Thursday afternoons.

Status of request for Trustees to receive year-end revolving/Trust fund reports – Bill kindly provided the Trustees with the balances of the Darling, Chiesa, and Smith accounts. The Trustees are interested in receiving copies of the year-end financial reports from the banking institutions, so Jill will reach out to the town accountant and/or Bill again, to request those. Marcie inquired about obtaining the specific details of the restrictions placed on each of the

Trust lines (such as limiting expenditures to large print only for the Edna Raistrick Trust). Jill will attempt to track down more information.

OLD BUSINESS: *Trustee Conflict of Interest training* – Stephanie, Mary Beth, Sean, and Larissa are due to complete the training this year. Stephanie and Larissa have completed it. Stephanie has returned her certificate of completion to Town Hall; Larissa will do so ASAP.

DEI Committee – Rather than establishing a committee, per se, Marcie proposed implementing an expansion of the seven heritage month themes. The Trustees were provided information used by Joshua Hyde Public Library in Sturbridge, themed “you belong here”. Melissa showed the Trustees other options, themed, “libraries are for everyone”. The Trustees are supportive of this plan and look forward to seeing what new materials are incorporated.

Foundation News – The electrician has been installing wires and cables for the new 84” TV that will be installed in the meeting room. They suggested the possibility of adding a 3-season room for the story garden. Marcie will mention potential study room space(s) as a potential project for the Foundation to tackle.

Staff Chairs – Marcie is still waiting for feedback from some staff on their chair preference. Melissa will reach out to the staff for feedback.

Staff Training: Thursday, July 14 – Staff training included active shooter training (police department) and CPR and choking (fire department). Full-time staff performed demonstrations on such topics as customer service, mending, etc.

Recognition of Lyn Dionne, former Trustee – Carol suggested the Trustees donate books to the library on Hawaii or animal rescue themes, which would include a dedication to Lyn on the inside covers. Mary Beth suggested dog training themed videos or similar “library of things” options available for patrons to enjoy.

NEW BUSINESS: *Water Faucets* – The faucets are still being problematic; a patron reported that one of the faucets would not turn off, today. The amount quoted by one contractor exceeds the amount allocated by the town for the work. Marcie will seek other estimates for comparison, and we’ll go from there.

Book Drops – The library will soon have two new, bigger book drops!

Director Evaluation (Staff Survey) – Jill proposed adding a staff survey to the rotation of the Director’s annual evaluation process. The Trustees will look over the draft and make recommendations for format and content revisions at the next meeting.

UNSCHEDULED BUSINESS: Marcie suggested the library establish a minimum staffing requirement and provided some examples from other libraries. Carol felt the Hanson Public Library’s example was a good place to start. The Trustees agree that there should never be fewer than three employees working at any one time, including one full-time employee.

The next Trustee meeting date is TBD.

Larissa moved to adjourn the meeting, Jill seconded; the meeting was adjourned at 8:30 P.M.

Respectfully submitted,
Jillian Taylor, Secretary