



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for September 21, 2022

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

Sean Fitzpatrick, Chair, called the meeting to order at 7:03 P.M.

MINUTES OF PREVIOUS MEETING: The minutes of the August meeting were read. Carol moved to accept the minutes, as written. Mary Beth seconded and it was so voted.

DIRECTOR'S REPORT: The Director's Report for August was read. Marcie continues to be impressed by the staff. Online resource usage is increasing. The company who replaces the parking lot lights was out last week and plans to replace the lights. Passport applications remain at a high volume. Jill moved to accept the August Director's Report, as written. Carol seconded and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for August was read. Programs were well-attended and Summer Reading banked a ton of reading hours. Three students, alone, logged over 100 hours each! It's awesome to see such an improvement in Summer Reading and program attendance; it's starting to rival pre-Pandemic numbers. Carol moved to accept the August Youth Services Report, as written. Stephanie seconded and it was so voted.

REFERENCE/ADULT SERVICES REPORT: The Reference/Adult Services Report for August was read. There were a total of 39 requests in August, including 23 in person requests. Attendance for the Movie Matinees and Knitting are holding steady. This month's Book Club title, *Death at Greenway*, was attended by 11 patrons. Carol moved to accept the August Reference/Adult Services Report, as written. Mary Beth seconded and it was so voted.

FINANCIAL REPORT: The water faucet capital line was expended. Mary Beth moved to accept the August Financial Report, as printed. Jill seconded and it was so voted.

Status of request for Trustees to receive year-end revolving/Trust fund reports – Jill will attempt to track down more information.

OLD BUSINESS: *Trustee Conflict of Interest training* – Sean and Larissa have returned their completion certificates to Town Hall; all Trustees are currently up to date on this training.

Staff Chairs – They have received payment and are currently building the chairs.

Foundation Update – Melissa submitted a movie to the Foundation, explaining the need for more space in the Youth Services section of the building. Marcie suggested assistive/adaptive devices for possible smaller-budget options. The Foundation would like to meet next month.

Meeting Room Update – The electrician has completed work and PACTV is still working on the technology. They will train all interested staff on the new equipment.

Recognition of Lyn Dionne, former Trustee – The Trustees were presented with book options to purchase in memory of former Trustee, Lyn Dionne. Memorial book plates will be adhered to the inside covers of several books selected by the Trustees. Discussion of which titles will be purchased in memory of Lyn. The Trustees decided to purchase all of the titles Melissa was kind enough to put together.

Water Faucets – The faucets have been installed and work beautifully.

Book Drops – The book drops have been installed. They are larger than the previous book drops, and look wonderful next to the green main entry door.

Director Evaluation (Staff Survey) – The Trustees reviewed the revised Evaluation form. Melissa suggested reversing the order of the scale numbers (rather than 1 being for “always”, 1 would be for “never”). Jill will distribute the surveys to staff, ASAP. Stephanie made a motion to accept the amended form, Carol seconded, and it was so voted.

ARIS and Financial Report Completed – ARIS has been completed and Sean has signed. It’s due in October, so it will be submitted in plenty of time. The company who runs the software was a victim of a ransomware attack, but Marcie had already completed the ARIS for our library. Marcie completed the Financial Report as soon as the software was accessible again.

NEW BUSINESS: *Staff Job Descriptions and Performance Reviews* – Marcie has updated the job descriptions for each library staff role, to bring them in line with what their job duties actually are. The Trustees were given copies of the new job descriptions; staff will also be given copies of the updated versions (prior to their respective performance reviews). Mary Beth objected to staff being evaluated based on a new job description, rather than being evaluated on the previous version. Marcie explained that most of the staff is already performing the duties outlined on the updated version, so it won’t be unreasonable to evaluate them based on the updated criteria. Mary Beth explained that she works for the state and objects to having staff evaluated on criteria they hadn’t yet been made aware of.

Collection Development Policy – Melissa and Stephanie developed a Collection Development Policy for Trustees to review. Carol moved to accept the updated Policy, Jill seconded, and it was voted.

UNSCHEDULED BUSINESS: Sean and Jill are both unable to attend what would be the scheduled monthly meeting on 10/19; Jill requested a date change for the next meeting.

Mary Beth would like the light at the entrance to the library (on Center Street) replaced. She suggested the Trustees subscribe to “United for Libraries”.

The next Trustee meeting date is scheduled for Wednesday, October 26, 2022 at 7:00 P.M.

Jill moved to adjourn, Mary Beth seconded; the meeting was adjourned at 8:02 P.M.

Respectfully submitted,

Jillian Taylor, Secretary