



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

*Meeting Minutes for November 16, 2022*

**ATTENDING:** Kathy Benvie (Interim Director), Stephanie Ciciotti, Larissa Curley, Steve Curley (Foundation), Bob DeMarzo (Foundation President), Sean Fitzpatrick (Chair), Paul Grandsall (Foundation), Melissa McCleary (Youth Services Librarian), and Jill Taylor.

Sean Fitzpatrick, Chair, called the meeting to order at 7:10 P.M.

**MINUTES OF PREVIOUS MEETING(S):** Jill moved to take this item out of order, so Bob DeMarzo may provide a Foundation update prior to the review of previous meeting minutes. Larissa seconded, and it was so voted. Following the Foundation update, the minutes from the September 21, 2022 meeting were reviewed. Stephanie moved to accept the minutes as written, Larissa seconded, and it was so voted. Review of the minutes of the November 1, 2022 open meeting have been tabled to the next meeting. The minutes of the November 1, 2022 executive session were reviewed. Stephanie moved to accept the minutes with a minor grammatical correction, Larissa seconded, and it was so voted.

**FOUNDATION NEWS:** *Status of new equipment and kick-off* – Bob mentioned Julie Thompson (PACTV) would like the Foundation to meet with staff to go over training.

*Review of goals* – Bob shared that the library addition is going to encompass a lot of things, such as a larger space for the Children's area. The Foundation would like to develop a plan in the coming months for definitive opportunities they can focus on.

*Fundraising* – The Foundation is expecting another generous donation. Bluestone has also made multiple donations. Fundraising is going well; there will be bigger promotions in the future to raise additional funds.

*Commitment by the Trustees to allow naming rights of a building addition for a major donor* Bob would like it on record that the Trustees would agree to allow a new addition to be officially named after the donor's family. Paul wanted to share that Debbie, before she retired, mentioned a need for additional space, primarily in the Children's area. What happens when a facility decides to increase a space? You hire an architect to do a study to determine what the needs are. There is a preliminary design. From that, you distill down how much space is needed for each activity. A study should be done so we understand what the staff believes the needs are, taking into account what the desires of the benefactor are. It can take a couple of months but, from there, you do your conceptual design and go forward into construction design. Bob responded that this is in the Foundation's future plans, as they work toward achieving their goals. Jill made a motion to agree that the Trustee's would allow naming rights, Stephanie seconded, and it was so voted.

*Design/uses of an addition* – Potential options are repurposing the Children's craft room or Children's area for STEM purposes, moving Children's to a new area of the building.

*Needs of the library that the Foundation should consider funding* – Bob wants to be sure not to interfere with Friends’ plans. Kathy suggested study rooms as a focus of the Foundation’s plans. Patrons ask frequently for quiet study space. One possibility has been to convert our front alcoves to study spaces. Other libraries have little pods brought into the building that are self-contained and meant to be independent study rooms. Stephanie has heard from patrons that other libraries are better for work and study, because it’s too noisy in our library. She agrees that the need for study spaces should be a top priority. Sean offered that potential opportunities for the pods would be to allow for video calls, so those calls don’t disrupt other patrons’ work or study. Jill added that the mobility of the use of pods for study spaces is very appealing; they can be rearranged easily. Per Bob, computers and technology are also high-priority items. Melissa requested funding for more programming options; Steve suggested that the Friends could cover this.

Steve, Bob, and Paul departed the meeting at 7:32 P.M.

**OLD BUSINESS:** *Meeting Room update* – A PACTV representative is coming in again tomorrow to continue the work on the technology upgrades. Kathy is coordinating with Julie Thompson at PACTV regarding staff training on the new technology. Bob and Steve (Foundation) will also receive the training.

*Recognition of former Trustee, Lyn Dionne* – The memorial book plates for Lyn have been created. Melissa brought one in for show and tell. Melissa will calculate the cost of the books which are dedicated to Lyn so the Trustees can reimburse the library.

**NEW BUSINESS:** *Staff job descriptions and performance reviews* – This project is temporarily on the back burner.

*Capital planning* – Kathy spoke to Bill (Town Manager) to determine what has been submitted, in terms of Capital requests and budget. Bill will reconnect with Kathy after she returns from personal time off. Jill inquired about temporary staff salary adjustments; those have been taken care of.

*Building update* – The boiler company still needs to replace a part; they recently brought the wrong part and were unable to complete the work. The building does have heat, which is the important part. The library has procured a new copier. The water fountains are still not running clear water at the moment. Kathy will touch base with the water department for assistance. Kathy spoke to Sabrina about custodial work that has been challenging due to our custodian being shared with other departments. Kathy had Servpro out to thoroughly clean the public restroom floors and will have them return to seal the floors to help keep them cleaner, longer. The hope is that the town will cover a portion of that expense. Stephanie asked about the status of the Aunt Flo hygiene product machines. Kathy says extensive carpentry work will be needed. It’s possible that one of our custodians could perform the work. Stephanie suggested putting out baskets of products, temporarily, which Melissa will do.

*State Aid* – The Pembroke Public Library was a part of the first group of State Aid award recipients approved by the MBLC, with a \$19,812 initial payment awarded for FY2023.

*December holiday closings* – Holidays this year are on Sundays, so the library will be closed. The library will also be closed on the following Mondays in observance of those holidays. The library will close at 1:00 P.M. the day before Thanksgiving, rather than 2:00 P.M. Kathy would like to know if the Trustees would approve of closure of the library on the Saturdays

prior to Christmas Day and New Year's Day (yes). Kathy would like a policy to be developed regarding holiday closures so that there is consistency, going forward.

*Consideration for a date change for December Trustee meeting* – Kathy and Larissa will both not be able to attend the December meeting. Jill made a motion to postpone all agenda items for December and meet on January 18, 2023. Larissa seconded and it was so voted.

*Director's update* – A few staff members will receive Narcan training this week. Kathy would like the Trustees to consider a return to the practice of having the Chair of the Trustees possess a key to the building and access to the building's alarm code. She also suggested that the Trustees perform a periodic review of library policies. Four policies are in need of update and will be addressed in the January meeting. Those four are the Customer Service Policy, the Weblink Policy, the Fundraising Policy, and the Policy on Lending to Decertified Libraries. The Director should be responsible for overseeing the rotation schedule of policy reviews. The Trustees will review and consider changes to all four policies at the January meeting.

Kathy imparted information about where we are with building needs. Many of the needs that have existed for a time are still in need of attention. The meeting room needs paint and putty. The parking lot is continuing to deteriorate. The lines of the parking lot need to be repainted and the lights are in poor condition. We've lost an additional light, so the parking lot is becoming dangerously dark at night. Windows are also in desperate need of replacement.

Staff scheduling should be revamped. The library Trustees' policy requiring a full-time staff member to be present when two part-time staffers are working has not yet been enforced. Our part-time staff members are able to earn more working for other libraries, so there is a fair amount of turn over. The position names and salaries will need to be evaluated and improved.

Accounting and supporting systems for the library. Some errors have been found in the Financial Reports from FY2022 that have been reported to the Trustees. Some overdue, unpaid bills have been discovered. Kathy will make sure they are paid as soon as possible. Sean suggested we establish a Treasurer position on the Board who will oversee the financials and, in particular, compare the town reports to the Director's financial reports. Jill suggested that person also manage the information related to the library's Trust Funds, ensuring year-end reports match the figures on our reports. Stephanie volunteered to fill that position, but no official action has yet been taken.

*ALA job listing* – The library is not a member of the American Library Association. The ALA has a job board which would increase attention given to our Library Director job posting. Jill asked the Trustees whether or not they would like to pay to place the Director position on their job board. Stephanie suggested we wait until January to consider placing a paid ad, as we may have appropriate candidates to consider by the December 16 job posting deadline. The ALA institutional membership has already been funded; Kathy will see that the library joins the Association.

The next Trustee meeting is scheduled for Wednesday, January 18, 2023 at 7:00 P.M. Jill moved to adjourn, Larissa seconded; the meeting was adjourned at 9:11 P.M.

Respectfully submitted,

Jillian Taylor, Secretary