



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

*Meeting Minutes for January 18, 2023*

**ATTENDING:** Kathy Benvie (Interim Director), Larissa Curley, Sean Fitzpatrick (Chair), Melissa McCleary (Youth Services Librarian), Jill Taylor, and Carol Watches.

Sean Fitzpatrick, Chair, called the meeting to order at 7:01 P.M.

**MINUTES OF PREVIOUS MEETING(S):** The open meeting minutes from the November 1, 2022 meeting were reviewed. Mary Beth moved to accept the minutes as written, Larissa seconded, and it was so voted. The minutes of the November 16, 2022 meeting were reviewed. Larissa moved to accept the minutes (with removal of Carol's name from the attendee list, as she did not attend the meeting), Sean seconded, and it was so voted.

**OLD BUSINESS:** *Memorial book plates for former Trustee, Lyn Dionne* – The Trustees have reimbursed the library for the books and book plates which were purchased in memory of former Trustee, Lyn Dionne.

**DIRECTOR'S REPORT(S):** The Director's report for October was reviewed. Mary Beth inquired about the numbers for mobile holds, which were listed under 'September'. Kathy has found some discrepancies and errors in previous reports and is working on rectifying these. She will revise several months' worth of reports and investigate whether or not the state must be notified of the revisions. Mary Beth moved to accept the report with the understanding that numbers may be amended in the future, Larissa seconded, and it was so voted.

The Director's report for November was reviewed. Mary Beth moved to accept the report as written, Larissa seconded, and it was so voted.

The Director's report for December was reviewed. Jill noted a discrepancy between the Youth Services programming numbers on this report as compared to the numbers on the Youth Services report. The Youth Services report is believed to contain the accurate numbers. Kathy will double check and revise the appropriate report. Carol moved to accept the report with anticipated changes to youth programming numbers, Jill seconded, and it was so voted.

**YOUTH SERVICES REPORT(S):** The Youth Services report for October was reviewed. Carol moved to accept the report as written, Jill seconded, and it was so voted.

The Youth Services report for November was reviewed. Mary Beth moved to accept the report as written, Carol seconded, and it was so voted.

The Youth Services report for December was reviewed. Carol was delighted to read about the pretend Hot Cocoa station; Melissa said she enjoyed facilitating this program for the kids. Mary Beth moved to accept the report as written, Jill seconded, and it was so voted.

**REFERENCE LIBRARIAN'S REPORT(S):** The Reference Librarian's report for October was reviewed. Mary Beth moved to accept the Reference Librarian's report as written, Carol seconded, and it was so voted.

The Reference Librarian's report for November was reviewed. Jill moved to accept the Reference Librarian's report as written, Mary Beth seconded, and it was so voted.

The Reference Librarian's report for December was reviewed. Mary Beth moved to accept the Reference Librarian's report as written, Carol seconded, and it was so voted.

**FINANCIAL REPORT(S):** Kathy is still working back through the past several months' of financial reports to cross-check information and ensure the reporting is accurate. She is keeping copious notes of any changes made in updating previous financial reports and is retaining backup documentation as well. The reports will be accurate, going forward.

Kathy suggests adjusting the format of the library's monthly financial reports to more closely match the town's operating budget reports, for easier cross-referencing. The Trustees agree this will be an excellent adjustment. Jill made a motion to accept the December Financial Report as printed, Mary Beth seconded, and it was so voted.

Bob DeMarzo (Foundation President) joined the meeting at 7:33 P.M.

**FOUNDATION NEWS:** Bob DeMarzo was recognized by the Chair. Bob met with the Selectboard this evening and they gave their blessing for the library to allow naming rights for potential future additions to the library.

*Plans and idea sessions* – The biggest thing to work on this year is to decide what the Foundation's focus is going to be on. There will be many different opinions, and Bob wants to ensure this is managed equitably. Kathy will give staff a chance to brainstorm about the library's needs and will oversee the creation of a survey so patrons' thoughts can be gathered. The benefactor would like to see computers and books, Bob would like STEM options, and/or the entryway and alcoves could be repurposed for use as sound-proof booths. Jill would like to see the Trustees' Room white board updated to a computer monitor or a smart white board/monitor combo.

*Fundraising update* – The Foundation raised \$240,000 in 2022, and they are eager to continue progress on funding the construction of a building addition. Bob is planning to speak to Representative Cutler to request additional funds be earmarked for the Foundation.

**NEW BUSINESS:** *Search Committee Update* – Two candidates for the position of library Director have been interviewed by the Search Committee. One of them will be moving forward to the second stage of what is now a three-stage process. The first stage is the initial interview and the second stage is a shadow interview, where the candidate meets with staff and spends some time getting familiar with the library. The third stage of the process is the candidate interview before the Board. The Committee would prefer not to post the Director's position to the ALA job list at this time.

*ALA job listing* – The ALA job listing is not currently needed, but Sean proposed the Trustees take a vote to approve the expenditure for a set period of time so a job listing could be posted in the future, should it be needed. Jill suggested the Trustees vote to approve a two to three-month job listing expenditure, expiring at the end of the fiscal year, so the Search Committee will have discretion in when and how long to post a job listing, if ever.

Jill made a motion to approve two months' expenditure, from passport funds, for the ALA's \$349 Enhanced Posting, to be used at the Search Committee's discretion at any point before the end of this fiscal year. The library is a member of the ALA and would receive member pricing for this service. Mary Beth seconded and it was so voted.

*FY24 Action Plan* – Melissa and Stephanie have compiled a FY24 Action Plan. The Trustees reviewed the Plan and discussed with Melissa the changes to formatting and content that will occur with the Plan for FY25 (the Plan will be more detailed). Kathy reiterated that the new Director will need to compile a new Strategic Plan, ASAP. Carol made a motion to accept the FY24 Action Plan as written, Mary Beth seconded and it was so voted.

*Budget Planning FY24* – Kathy would like the town to fund 50% of the library's programming budget, as the line is chronically underfunded. There also hasn't been an increase to the books line in several years. Kathy is working to come up with a strategy for sourcing the funds to cover the book line appropriately.

*Friends' commitment for ongoing programs funding* – The Friends have agreed to fund the library's Movie Matinees and Youth Services Make and Take crafts. They have generously agreed to cover the costs of both through June, 2023.

*Capital Planning* – The water fountain conversions and rooftop unit replacement funding requests have previously been filed with the town. Kathy has added parking lot repair, including parking lot lights, and replacement windows.

*Building update* – The gutters and phone system have been repaired. The public restroom bathroom floors have been cleaned and sealed. The floors now look really great for their age. New blinds are being installed in the Meeting Room, courtesy of the Friends!

A section of the heating system, specifically rooftop unit number one, is non-functioning. Initial repairs which were done have failed. The heat exchanger will need to be repaired and that will involve use of a crane. Stephanie, Kathy, and Bill Chenard (Town Manager) have been in contact with each other regarding this extensive repair, and Bill has a backup plan for portable heating units, should they be needed, this winter.

Silver Lake's carpentry program is building a "de-stink box" for the library, so materials with any unpleasant odors can be safely aired out.

*Presentation of policies to be updated* –

*Customer Service Policy* – Mary Beth mentioned a grammatical revision under I(a), suggesting "and" in place of "but". Also, under II(a), should read "is a representative", rather than "is representative". Carol suggested, also under II(a), "the impression made on our patrons by our staff profoundly affects...". Jill made a motion to approve the Customer Service Policy as amended, Mary Beth seconded, and it was so voted.

*Web Link Policy* – Mary Beth pointed out, under section V, that 'BPL' should read 'PPL'. An Oxford comma should be added to the sentence on page 3, item number 6. Mary Beth made a motion to approve the Web Link Policy as amended, Larissa seconded, and it was so voted.

*Request for Reconsideration of Library Materials Policy* – A SAILS form has been added to this policy. Section I, item e mentions the form, as does Section II. Carol made a

motion to approve the Policy and the addition of the SAILS form, Mary Beth seconded, and it was so voted.

*Request for Reconsideration* – The library is in the process of completing a request for reconsideration. Kathy did not go into detail, as the Committee has not yet met with the requestor. The Trustees will be updated after that meeting takes place.

*Patron suggestion for placement of Aunt Flo dispenser* – These dispensers have still not been installed into the restrooms, but the products have been placed into all of the public restrooms, save the family restroom, as the family restroom does not have the counter space for the products. A sign has been placed on the counter in the family restroom, directing patrons to the other bathrooms. Several factors were involved in the library's decision to place these sanitary products in the men's restroom as well as in the women's restroom. We have young patrons who are in need of these products who prefer to use the family restroom, who are too timid to enter the other bathrooms and have asked their male caregivers to obtain the products for them. We have disabled patrons with male caregivers who are in need of these products. Younger patrons are often avoidant of requesting sanitary products from staff at the circulation desk, or may need access to them in a hurry. As a reminder, the Aunt Flo dispensers and accompanying products are generously donated to the library for patron use.

*Staff Holiday party* – There are no firm plans yet, but there will be an event at some point in February for the staff to enjoy. The party will be funded by a private donation.

The next Trustee meeting is scheduled for Wednesday, February 15, 2023 at 7:00 P.M. Jill moved to adjourn, Mary Beth seconded; the meeting was adjourned at 9:43 P.M.

Respectfully submitted,

Jillian Taylor, Secretary