



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for March 15, 2023

ATTENDING: Kathy Benvie (Interim Director), Mary Beth Courtright, Larissa Curley, Bob DeMarzo (Foundation), Sean Fitzpatrick (Chair), Melissa McCleary (Youth Services Librarian), Jill Taylor, and Carol Watches.

Sean Fitzpatrick, Chair, called the meeting to order at 7:00 P.M.

INTRODUCTIONS OF ATTENDING STAFF MEMBERS: Karen McPhee joined the meeting tonight. Per Kathy, Karen is part of the library's leadership team. She has recently enrolled to finish her undergraduate degree to pursue her goal of being a librarian. She is the ultimate team player and is always wanting to help. Karen facilitates our Puppy Dog Tales program and started the Anime club. She works to create wonderful displays around the library! As part of the redefining of roles at the library, Karen has had added responsibilities as support staff, with a newly created position. This temporary position has been working out wonderfully, and we hope to have this "in-between" position return in the future. Kathy would love to see the Trustees and the new Director support and advocate for permanently adding this position.

FOUNDATION UPDATE: As Jill has decided not to run for re-election, Bob DeMarzo had been considering running for the open seat. Bob let us know the Attorney General came back saying that his serving on the Board of Trustees would be a conflict of interest, so he will remain President of the Foundation rather than run for the Board seat. Bob suggested a matching fund campaign to the benefactor, such as "we raise 100,000 and the donor matches with 400,000". He believes the donor will be receptive to this.

Bob reiterated the idea of Youth Services disseminating surveys to youth patrons, to see what they would like to see at the library. He believes direct feedback from them would be a great help. What Bob is hoping for most is ideas from everyone, so he can create specific goals to meet and plan for.

MINUTES OF PREVIOUS MEETINGS: The minutes from the February 15th meeting were read. Larissa moved to accept the minutes as written, Carol seconded, and it was so voted. The minutes from the March 1st meeting were read. Mary Beth moved to accept the minutes with a correction to the spelling of Mary Beth's last name (Courtright in place of Courtwright). Larissa seconded and it was so voted.

OLD BUSINESS:

Building updates – Parking lot lights are on order. Kathy spoke with Bill Chenard (Town Manager) about the lights at the entrance to the drive. Bill asked Kathy to locate the building plans for the original light setup. Hopefully this lighting repair can be lumped in with the work being done for the new Community Center.

The sidewalk has been ground down where it had been lumpy. This repair seems to be working out pretty well.

Melissa now has the puppet theatre on hinges and has had some smaller projects done in the Children's Room.

Bob reached out to Plymouth County Sheriff's department regarding painting services; they do not offer than service anymore. Their custodial department "loans out" their personnel for projects, apparently, so we will take advantage of that!

REPORTS:

Youth Services – The Scavenger Hunts continue to be very popular! The Heart Hedgehog Take-And-Make was also very popular; the 12 extra kits that were made came in handy, per Melissa. Carol moved to accept the February Youth Services Report, as written. Jill seconded and it was so voted.

Director – Sean asked if the numbers had been updated in this month's report (a previous report had an incorrect Museum Passes statistic). Yes, per Kathy, the numbers are accurate. The petty cash system has been updated to a more efficient method. Jill moved to accept the February Director's Report, as written. Mary Beth seconded and it was so voted.

Reference Librarian – There were a larger number than usual of Passport applications submitted in February. Stephanie has a loyal group of attendees, Mary Beth pointed out. There are always great numbers for her Movie Matinees and Book Club Meetings, etc. Mary Beth moved to accept the February Reference Librarian's Report, as written. Larissa seconded and it was so voted.

Financial Report – the reports haven't been synced up yet, but Kathy hopes to achieve that by next month's meeting. We have utilized 100% of our book line, so we will be pulling from the Passport line for book purchases. Jill moved to accept the February Financial Report as printed, Carol seconded, and it was so voted.

Updated January report for statistics number change – Kathy submitted a revised January Report, with updated numbers for the Museum Passes. Carol moved to accept the revised January Report as written, Mary Beth seconded, and it was so voted.

NEW BUSINESS:

Additional note re: Budget proposed for FY24 – One line that the library did have bumped a bit was the equipment line, due to having previously taken the staff copier funds out of gifts. The Friends fund half of this expense, but the town should be covering the other half. Bill agreed and this will be funded by the town.

Status report of policies being updated – Tabled to next meeting.

Trustee's input re: formatting of monthly Director's Report – Kathy will reformat the reports to make it easier for the new Director.

Discussion re: candidate for library Director – The candidate for library Director, Debra Clifton, has withdrawn her application. An ALA job listing will be posted ASAP.

The next Trustee meeting is scheduled for Wednesday, April 19, 2023 at 7:00 P.M.

Jill moved to adjourn, Carol seconded; the meeting was adjourned at 8:37 P.M.

Respectfully submitted,
Jillian Taylor, Secretary