

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for December 12, 2019

ATTENDING: Mary Beth Courtright, Larissa Curley, Sean Fitzpatrick, Melissa McCleary (Youth Services Librarian), Jill Taylor, Deborah Wall (Library Director), and Carol Watches.

Larissa Curley, Chairperson, called the meeting to order at 6:40 P.M. The minutes of the November meeting were read. Mary Beth made a motion to accept minutes as written, Carol seconded, and it was so voted.

OLD BUSINESS: Once media equipment is purchased by PACTV, they will train the library's staff on how to use the equipment.

DIRECTOR'S REPORT: The Director's Report for November was read. The library has been busy; the visitor count for the month of November was 8042. Circulation has increased over last year, despite last year's numbers being hefty!

Mary Beth moved to accept the Director's Report as amended, Jill seconded, and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for November was read. The llama teen painting workshop went well – the llamas all came out great!!

Mary Beth moved to accept the Youth Services Report as written, Sean seconded, and it was so voted.

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for November was read. There were a total of 45 reference requests this month, including several technical requests related to setting up e-mail accounts. Stephanie was busy with events all month!

Carol moved to accept the Reference Librarian's Report as written, Mary Beth seconded, and it was so voted.

FINANCIAL REPORT: The Financial Report for November was reviewed. Passport applications are proving to be a steady source of income, which is badly needed.

Jill moved to accept the Financial Report as printed, Mary Beth seconded, and it was so voted.

MAINTENANCE: Most of the painting has been completed, but the window edges will need to be painted once the weather improves. Chair rails for the Trustee's Room are still on the future to-do list.

The remaining boiler repairs have been completed. There were repairs to circuit boards and valves, as well as leak repair.

FOUNDATION NEWS: Debbie plans to work on the RFP for architects for building expansion. No other Foundation news.

NEW BUSINESS: The Annual Report is complete and is brilliantly put together. The library has served the community well this fiscal year.

The FY21 budget has been submitted to the Town Manager.

Debbie has compiled an Action Plan for FY21. There are some excellent goals set up for this coming year.

The next meeting of the Board of Trustees will be held on Thursday, January 9, 2020 at 6:30pm.

Mary Beth moved to adjourn the meeting, Carol seconded. The meeting was adjourned at 7:25 P.M.

Respectfully submitted,

Jillian Taylor
Secretary