

PEMBROKE LIBRARY TRUSTEES

November 13, 2014

ATTENDING: Larissa Curley, Lyn Dionne, Melissa McCleary (Youth Services Librarian), Elaine Spalding, Deborah Wall (Library Director) and Karen Wry

The meeting was called to order at 7:00 P.M. by Karen Wry, Vice-Chairperson. Debbie introduced Jane Park, the new Reference Librarian, to the group. The minutes of the October meeting were read. Larissa moved to accept the minutes, Lyn seconded and it was so voted.

OLD BUSINESS: Town meeting voted for the requested amounts for carpeting and exterior painting, The painting will have to wait until spring, but Debbie is actively investigating the carpeting project. Also, although the cameras work fine, she is also investigating ways to access the results on the computer.

DIRECTOR'S REPORT: Circulation is down over the four year period 2011-2014, however usage of Ebooks and items loaned to and borrowed from other libraries is up. Programs were popular and well attended. A survey is being distributed to over-50 residents to help develop the LSTA program offerings.

All State forms were filed and the library meets State minimum standards for full certification for this fiscal year. The Trustees Room was flooded by a leaky valve and ceiling tiles are needed in several places. Lyn moved to accept the Director's report, Larissa seconded and it was so voted.

YOUTH SERVICES REPORT: Melissa submitted a long, detailed report of the numerous programs and events, including Music Makers, Puppy Dog Tales, Teen Movie Night, Young Writers' Club and, last but not least, the Halloween Spooktacular. Melissa did considerable community outreach to Pembroke Bright Horizons, Community Nursery Kindergarten and Bryantville Elementary School. She did three storytimes at the Family Night Book Fair at Bryantville. A Poetry-Out-Loud event for teen and young adults is being planned for this winter.

Melissa attended area meetings, the South Shore YA Roundtable and the South East Youth Services meeting, as well as other activities to further her professional development. Elaine moved to accept the Youth Services report, Lyn seconded and it was so voted.

REFERENCE LIBRARIANS REPORT: Jane Park, our new Reference Librarian submitted a detailed report of activities since she started on October 21st. She has answered 15 ready reference questions and 33 in-depth reference questions. Jane has participated in many library projects, doing displays and promotional materials. Jane will take over purchasing CD's and build that collection. She has been added as a Facebook Administrator. Larissa moved to accept the Reference Librarians report, Lyn seconded and it was so voted.

FINANCIAL REPORT: The Trustees reviewed the Fiscal Year 2015 Worksheet. Concern was expressed over paying for energy costs and the ever increasing utility bill. The pro's and con's of increasing fines was discussed. The budget process for Fiscal Year 2016 has begun. Lyn moved to accept the Financial Report, Larissa seconded and it was so voted.

MAINTENANCE: We are looking forward to new carpeting, the camera project and exterior painting in the spring.

FOUNDATION NEWS: Paul Gransaul and Bob DeMarzo will stay on the Board for, at least, another year. Other Board members are still considering. Debbie will work on a Foundation brochure.

NEW BUSINESS: We can apply for State building expansion money after twenty years. This deadline is only four years away. The process, itself, does take a number of years after that.

The Trustees voted in favor of the staff holiday party.

The meeting adjourned at 8:10 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Elaine C. Spalding". The signature is written in dark ink and is positioned above the printed name.

Elaine C. Spalding,

Secretary