

PEMBROKE PUBLIC LIBRARY TRUSTEES

Meeting of December 10, 2015

ATTENDING: Mary Beth Courtright, Larissa Curley, Lyn Dionne, Elaine Spalding, Jill Taylor, and Deborah Wall (Library Director).

The meeting was called to order at 7:04pm by Jill Taylor, Vice Chairperson. The minutes of the November 12, 2015 meeting were read. Larissa moved to accept the minutes as written, Elaine seconded, and it was so voted.

The new Reference Librarian, Stephanie McBain, joined us at the beginning of the meeting, to be formally introduced. She has been doing amazing work at the library already; it was a pleasure to meet her.

OLD BUSINESS: There was no old business to discuss.

DIRECTOR'S REPORT: The November Director's Report was read. Circulation in November was very similar to circulation a year ago, so circulation is steady. This November, there were 10 adult events with 114 attendees, a huge increase over November of last year (last November had 4 adult programs with 37 attendees). The surge of attendance is due, in part, to popular adult coloring workshops.

The Friends Book and Bake Sale ran for two days this fall, earning an impressive \$2,608. The library has signed up for Overdrive Advantage, which allows the library to select its own eBook titles, licensing them for either 26 uses or 52 weeks, depending on the title (some titles have unlimited checkouts).

Lyn moved to accept the November Director's Report as written, Mary Beth seconded, and it was so voted.

REFERENCE LIBRARIAN'S REPORT: The November Reference Librarian's Report was read. In November, Stephanie responded to requests for general information, assistance with technology, and research. Most of the requests were made without a prior appointment being made, though one patron made an appointment in advance.

November projects included expanding the A/V collection, preparing for a holiday craft program being held in December, and compiling a list of book titles future book club selections can be drawn from.

Elaine moved to accept the November Reference Librarian's Report as written, Lyn seconded, and it was so voted.

YOUTH SERVICES REPORT: The November Youth Services Librarian's Report was read. Meissa has been very busy! Only one of a large number of events and workshops (Tween Tuesday: Sushi) was cancelled; all 36 others were well-attended. The Teddy Bear Adoption event went over extremely well; almost every teddy bear (six boxes worth) was adopted!

Mary Beth moved to accept the November Youth Services Reports as written, Larissa seconded, and it was so voted.

FINANCIAL UPDATES: The November Financial Report was reviewed. The FY17 budget worksheet was reviewed. The budget worksheet included preliminary information about potential staff job title adjustments and outlined the library's need to increase the book line in order to meet state minimums. Debbie has met with Town Administrator, Ed Thorne, and will meet with the Advisory Board on January 19, 2016.

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

MAINTENANCE: Debbie has been looking into carpeting prices and will continue to investigate options for carpet replacement. The library will need more/better security cameras soon. An HVAC control overlay project has begun; Comcast still needs to adjust the library's wireless set up to include a static IP address.

The lighting project, mainly the replacement of existing bulbs with LED bulbs, will be starting soon.

FOUNDATION NEWS: The current Board of Directors is hoping to shift over to new board members. There was some discussion on potential candidates, and we agreed to reach out to several members of the community to generate and/or determine interest. There was some discussion of the idea of having one of the Trustees serve on the Board, but no action has been taken on that, yet.

NEW BUSINESS: There has been a lot of interest in possibly putting together a (or resuming a previous) knitting/crocheting group; Larissa said she'd be interested in helping out.

Jill called the meeting to a close at 8:26pm.

Respectfully submitted,



Jill Taylor, Vice Chairperson