



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

Meeting Minutes for October 18, 2023

**ATTENDING:** Kathy Benvie (Director), Sean Fitzpatrick (Chair), Carol Watches, Mary Beth Courtright, Stephanie Ciciotti (via zoom), Linda MacDonald, Bob DeMarzo and Stephanie McBain.

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

Please note that this meeting is being made available to the public through an audio recording which will be used to ensure an accurate record of proceedings produced in the minutes of the meeting. All comments made in open session will be recorded. Board member Stephanie Ciciotti is participating via remote participation in accordance with the requirement of 940 CMR 29.10 via Zoom platform. All votes during this meeting will be made via roll call.

**FOUNDATION UPDATES:** New board member on the foundation is Sharon Stearns, she is a retired teacher. She taught math and science and she is a great addition to the foundation. Met with the foundation this morning and we would like to do some brainstorming and get trustee members with the foundation staff. Makes sense to have Stephanie M , Melissa and Peter involved. Kathy can put that meeting together. Construction cost Bob will go over with Paul G. Letter to Tri-town Rotary for adaptive equipment for \$3,600. Next gift Kathy explains that it is a table that has lights behind it with different accessories, magnetic pieces and stem activities. Melissa is putting this together. Kathy says this will be very successful. Helps kids build, hands on and with sciences. Bob had a tour of equipment that the foundation purchased.

**MINUTES OF THE PREVIOUS MEETING:** (September 20,2023) Kathy stated that Melissa noted a correction under the summer reading it was posted at the Library and not on the Library website.

Changes will be noted on posting \$3,600 under foundation updates. Stephanie C. motioned to accept the September 20, 2023 minutes with stated changes. Carol W. seconded and so it was voted. Roll call we all voted yes.

**OLD BUSINESS:** Water is clear. Every 6 months town will flush the water and company will do the sprinkler. Roof leak fixed small leak in meeting room. Caulking is done. 8 or 9 Stained tiles they will be repaired. Parking lot repair still waiting spoke to town manager. We may be getting more parking lot repairs. Children room carpet is installed and came out wonderful.

**NEW DIRECTOR SEARCH:** Stephanie C. spoke with Bill, Town Manager, about moving forward, Bill would like to have a meeting with the Library Trustees. Tuesday nights are open. The Library Trustees will move our next meeting to November 8, 2023, Wednesday. Kathy is checking the November calendar to see if this is a good date. Bill wants to discuss his thoughts and ours as well. Bill can meet with us a couple of times about a directors search. Trustee room is open on November 8, 2023. Mary Beth made a motion to accept to move our November meeting to the 8th, Wednesday and Linda MacDonald seconded and so with a yes roll call the meeting was changed.

**SUNDAYS REPORTING:** Kathy says that Sunday was very busy. So we will need more time to look at this. Kathy can prepare a budget 3 ways. Sundays without changes, Personnel changes without Sundays, or Keeping Sundays. It takes time to get through the complete process. Staff said it was really busy. So we will wait for now.

**SEPTEMBER YOUTH SERVICES REPORT:** Pop up library did well. Lots of planning went into it. Tables around the room, Stem cards were around, could not do actual check outs but it was amazingly smooth. Linda M. motioned to accept the September Youth Services Report and Mary Beth seconded, roll call was done and yes by all, so it was voted.

**SEPTEMBER ADULTS/REFERENCE REPORT:** Peter is super good at helping people. Mary Beth made a motion to accept the September Adults/Reference Report. Stephanie C. seconded, a roll call was done and voted yes by all, and so it was voted.

**SEPTEMBER DIRECTOR'S REPORT:** New York Times we are watching the numbers on this. It's expensive and has gone up, about \$600 a year. So being flagged for budgets. May need to be promoted more. Peter is going to start to promote more on line. Universal class was promoted. We need to find creative angles to know what we have. How about a suggestion box at the Library, this was mentioned as what the people would like to have at the library. Sean asked about the meeting room use. Kathy said the meeting room is being used very much so. Carol made a motion to accept the September Director's Report, Stephanie C. seconded and the roll call was a yes so it was voted.

**FINANCIALS:** Kathy gave us recent financials. These are to keep the board informed. Kathy compares, making balances, mistakes can be made, and there are accounting errors. Kathy put in the binders and notes are made. It takes a few months for the town accountant to be caught up. These are all important pieces. Stephanie M. knows what Kathy does for financials. This should be done by the director but Stephanie has an overall understanding what Kathy does for the financials. We have sprinkler testing coming up which will be a cost. Carol W. made a motion to accept the Financials, Stephanie C. seconded, with a roll call made with a yes, and so it was voted.

## **NEW BUSINESS:**

**MINIMUM STAFFING POLICY:** Kathy said that the staffing requirement the Trustees had previously requested, having a full time staff member in the library at all times, is not in the policy. On Sundays it would definitely not be possible. Safety is number one. Policy states to have an employee to cover within 30 minutes. Sometimes its not feasible. If the board thinks that the wait time should be less than 30 minutes then we can agree to change it. Library Director should be notified if any staff needs to leave for whatever reason. Sean asked about overtime and how that factors if someone who comes in who is full time. Kathy is going to bring it back next month. 30 minutes is a max for wait time for another employee to cover the shift of the person who left their shift. Important policy to have in place.

**TOWN MEETING OCTOBER 24TH 2023:** Kathy says the bump at the beginning of the Library is being voted on to be repaired. Funding for this will be voted on at the town meeting.

**FARMERS MARKET INQUIRY:** A group meeting for a farmers market tonight. The Farmers Market we may host because the town green will not be ready for the spring/summer season. We would like to participate at the town green when the Farmers Market is up and running. Kathy suggested that we use space in front of the Library for the Farmers Market. Kathy will keep the board of trustees informed about if we will be hosting.

**UPCOMING EVENTS:** Tomorrow night the Greater Boston Paranormal Associates for residents 6:30-7:30 P.M. There will be an entry raffle. Basics of ghost hunting. They travel across US. Their base is the USS Salem in Quincy, which is know to be haunted. Annual Bootacular October 26th, 2023, Thursday. All ages. Visiting Library and COA for treats and games. 4:30-5:30 P.M.

Bake Sale/ Raffle baskets/ Book Sale, Saturday October 28, 2023.

Myths and Miracles of Victorian Medicine presentation by Lady J. Ms. Mills November 2, 2023 6:30 to 7:30 P.M.

**TWO ADDITIONAL MESSAGES AFTER AGENDA:** Staff holiday get together. Exploring fund ideas. Ask Friends to fund it? Trustee donations sometimes funds this event. The holiday party would be after the holidays. Kathy says we will talk about this more in detail next month.

Kathy would like to run by the trustees information about if we need a physical quorum present. Kathy handed a pamphlet from [mass.gov](https://www.mass.gov) stating the updated guidance on holding meetings pursuant to the Act Extending Certain COVID-19 Measures. Guidance Update- June 28, 2023.

Next Trustee meeting is November 8, 2023, Wednesday at 7:00 P.M.

Carol Watches made a motion to adjourn the meeting, Mary Beth seconded, a roll call was voted yes. The meeting adjourned at 8:08 P.M.

Respectfully submitted,  
Linda MacDonald  
Secretary