



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes for December 20, 2023

ATTENDING: Kathy Benvie (Director) , Sean Fitzpatrick (Chair), Larissa Curley, Stephanie Ciciotti, Linda MacDonald and Stephanie McBain.

Sean Fitzpatrick, chair, called the meeting to order at 7:01 P.M.

Please note this meeting is being made available to the public through and 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.

FRIENDS NEWS: Friends of the Pembroke Public Library voted in a new board at their meeting. Pam DeMoucell, President. Deborah Wall, Vice President. Linda McCollum, Treasurer. Daria Grisanzio, Secretary. Genie King and Donna Frano, heading the membership.

FOUNDATION NEWS: The foundation has raised another 10,000 and were awarded a couple thousand dollars from another group. Kathy says we are in a good spot with their support. Good news all around.

MINUTES FROM THE PREVIOUS MEETING: November 8, 2023. Stephanie C. made a motion to accept the minutes from the previous meeting, Larissa seconded, and so it was voted.

NOVEMBER YOUTH SERVICES REPORT: Stephanie C. made a motion to accept the minutes from the November Youth Services Report. Linda M. seconded the motion and so it was voted.

NOVEMBER ADULTS/REFERENCE REPORT: Everyone enjoyed genealogy night. Kathy said that there was one event that was missed so we will bring this back next month. That will effect Kathy's report so the changes will be made. Larissa made a motion to table the November Adults/ Reference Report and Stephanie C. seconded and so it was voted.

NOVEMBER DIRECTOR'S REPORT: Kathy mentioned a written report was submitted to the town manager on the COA building. We are waiting to hear the next steps on this. Kathy stated that this space is a need we will see what will be supported going forward. A letter was also submitted. We have a video of Pembroke Cooks. We now have a food dehydrator. Stephanie

C. made a motion to table the November Director's Report and Larissa seconded, and so it was voted

FINANCIALS: Roof top unit still acting up. Don't know where funding for repairs will come from but will need to be done. A patch on the roof was done. Kathy said we lost shingles. Stephanie C. made a motion to accept the Financials Report , Larissa seconded and so it was voted.

OLD BUSINESS: Building Updates: Parking lot repaired. Monitoring roof top unit and we let the town manager know about the issue.

DIRECTOR SEARCH: Posting of job description. Sean stated we are missing two trustees at this meeting , Stephanie C. suggested we table the search until next meeting. We will discuss more in depth next meeting.

SUNDAY ATTENDANCE: Cost \$406.00 to stay open on Sunday. Staffing Sunday is a struggle. This does not need to be determined at this time but we will monitor Sundays. Budget talks have not been done, we may be facing some cuts. No vote on Sundays for now.

2024 MEETING SCHEDULE: Juneteenth falls on June 19, 2024, federal holiday we can reschedule our meeting. The other day is July 17th, 2024 but we do not usually meet in July so this month may not be an issue. All the other dates look fine.

NEW BUSINESS: Reviewing minutes prior to meeting. This was brought up by the trustees. Since the Trustee Meeting Agenda is issued 48 hours prior it would be more time efficient if the minutes were read by all trustees before the meeting. Everyone agreed and was in favor to read the Trustee Meeting minutes before each meeting.

STATE CERTIFICATION AND AID AWARDS: We received our certification which is great news. Aid award will come in 6 months \$22,000 and also will be getting the same in the spring. This is up from \$4,000 last year.

UPDATED MEETING ROOM POLICY/TRUSTEES ROOM DROP-IN-USE: No reserving the room. No tutoring. Only single person use. Staff has a separate system, a ledger with rules that need to be followed. No food or drink in the Trustees room. Privileges would be removed if directions are not followed. We see a need for the Trustees room but will need to be safeguarded. We would need to make a vote on a meeting room policy. Stephanie C. made a motion to amend the Meeting Room Policy , Linda M. seconded, and so it was voted.

ACTION PLAN FY25: Kathy filed with MBLC. New format which is better than the old format. This is something the next Director will need to hit the ground running on. Important piece of planning. Strategic plan will take into account anything that has not been addressed. The new format is useful and clean to read.

MARKETING PLAN: Lots of time and team effort, very well thought out and supported. Seeing what works and does not work.

TRUSTEES CONTACT INFORMATION SHEET: Gathering cell phone and email contact information. This is a document stating that there is permission from us to share our information. A sheet was signed by all as to the clarity if this information can be shared. Good for the new director to have all our information.

UPCOMING EVENTS: STEM playgroup Mondays- 5 weeks will meet and Melissa will conduct a Storytime at the same time for the 2 year olds and 3-5's that could not get in due to registration being full.

Other Storytimes and Lapsits, Yoga, Genealogy, Lego club.. Chess clubs, 2 Book clubs, Anime club, Puppy dog tales and Movie Mondays.

Next Trustees meeting is January 17th, 2024 at 7:00 P.M.

Stephanie C. made a motion to adjourn the meeting. Larissa seconded, the meeting was adjourned at 7:52 P.M.

Respectfully submitted,
Linda MacDonald
Secretary