



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES  
Meeting Minutes for February 21, 2024

**ATTENDING:** Kathy Benvie (Director), Larissa Curley, Mary Beth Courtright, Carol Watches, Stephanie Ciciotti, Linda MacDonald, Stephanie McBain, Don Bryant, Lynne Gedutis, and Danielle Morrisette.

Larissa Curley called the meeting to order at 7:01 P.M.

Please note 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.

**FRIENDS NEWS:** Kathy said a wonderful holiday staff party which was supported by The Friends of The Public Library was Friday night. They had mini golf in the library, a pot luck and everyone who attended had a great time. Thank you Friends of The Public Library for supporting such an excellent event.

**FOUNDATION NEWS:** Kathy said the foundation gave a gift of the headphones for the children's room which was requested by the youth services Librarian. The headphones were ordered and received.

**MINUTES FROM THE PREVIOUS MEETING:** January 17, 2024. Correction under Financials is to add an s to accepts. Stephanie C. made a motion to accept the change and Linda M. seconded, all in favor and so it was voted.

**JANUARY YOUTH SERVICES REPORT:** Stephanie C. made a motion to accept the January Youth Services Report and Mary Beth C. seconded , all in favor so it was voted.

**JANUARY ADULTS/REFERENCE REPORT:** Stephanie C. made a motion to accept the January Adults/Reference Report and Linda M. seconded ,all in favor and so it was voted.

**JANUARY DIRECTOR'S REPORT:** Discussed challenges with the snow being cleared. Lots of effort being made to remove the snow. We have gotten suggestions in the suggestion box, so some engagement there. Stephanie C. made a motion to accept the January Director's Report, Linda M. seconded , all in favor and so it was voted.

**FINANCIALS:** Kathy has been going over purchases of service with town manager and is informed that we are going over budget on maintenance and so they will keep track of this. Necessary repairs on the heating system are will be done. Linda M. made a motion to accept the Financials, Mary Beth C. seconded, all in favor and so it was voted.

**OLD BUSINESS: BUILDING UPDATES:** A bid process for the engineering on the roof has been submitted. Kathy pointed out some challenges on one side of the building and the overhang that causes water to drip leaving ice patches on the ground. Electrical lights were fixed after leak.

**REVISED LIBRARY USE POLICY:** Kathy illustrated and highlighted areas of the sections that have been updated. Stephanie C. made a motion to accept the changes of The Pembroke Public Library use Policy, Mary Beth C. seconded, all in favor and so it was approved.

**FY 25 BUDGET:** Kathy was going to sit down with town manager prior to our meeting but did not. A general conversation about the budget was discussed on Friday with the town manager the numbers are being worked on. A 5% cut was given to the town manager. Kathy will keep the Library Trustees up to date by e-mail with any changes. We are hoping not to apply for a waiver with the 5% cut.

**DIRECTOR SEARCH:** Stephanie C. sent out the posting for the Directors position. Copies were made for the Trustees to review. Welcoming all suggestions from Trustees. Carol would like to add new words to the posting. Stephanie C. and Carol will work with the wording and will be updated. We will keep the posting short. Kathy said that the salary has been decided. Fiscal 24 salary is \$80,729 and the high end is \$96,000. Mary Beth asked about a new law with salary ranges, that salary range be included in the job description. We agreed to have the salary posted. Discussed time frame when the applicants will be reviewed. Job posting will be posted and be on a rolling basis. We considered having a screening committee. The Trustees will make the final decision but a screening committee will be formed to help with the hiring process. Talked about questions to ask at the interview. Ad will be posted within the next three days. Mary Beth will send out the job description by e-mail.

**MAJOR CHALLENGES FACING OUR LIBRARY WORKSHEETS:** We will go over this worksheet in general at the next meeting. Kathy has a list of challenges and will send us her list for us to go over. Some of the challenges that we are facing are managing the budget, The 5 year strategic plan, and the 5 % budget cut. The roof needs to be repaired, the bathrooms also need to be updated too.

**NEXT STEPS DIRECTORS SEARCH:** A posting is going out very soon. Stephanie C. and Mary Beth are putting together the final posting and job description.

**UPCOMING EVENTS:** Fun & Wonder with John Porcino (ages2-5)  
Join storyteller and musician John Porcino for stories, songs, and music featuring instruments from around the world and playful touch of audience participation in this special performance of “To Life! Celebrating the Fun & Wonder of it All.”

Date: Monday February 26, 2024

Time: 10:30 AM - 11:15 AM

## Introduction to Foraging

Join Rachel Goclawski as she teaches you how to get started on your wild food foraging journey, from selecting guidebook to foraging through the seasons, along with identification of some common wild edibles in New England, preparation and preservation tips. Foraging is a great way to incorporate local, nutrition-packed food into your diet. It's a fun way to get outdoors with friends and family, and sustainable foraging has a positive impact on native ecosystems.

This event is open to all, no registration required.

Date: Wednesday March 6, 2024

Time: 6:00 PM - 7:30 PM

Ongoing weekly and monthly events:

Storytimes, Baby Lapsit, Yoga, Genealogy, Chess Club, Lego club, Good club, Mystery Book club, Anime.

**UNSCHEDULED BUSINESS:** Shamus an 8th grade student from Pembroke from project 351 is requesting that we collect clothing for his drive. The dates for this event is March 25, 2024 - April 5, 2024. The clothes will need to be in good condition. He will provide the clothing bucket and will pick up the clothing. Approval of the Library Trustees Board.

One aide retired , and another aide went to Duxbury Library , we will be hiring only one aide as to keep to the 5% cut.

Another group has put in for the COA building, which has been brought to our attention. Our interest in the COA building and we have put in our proposal and we are sticking to our course. This group is asking for a right of refusal, and having a petition signed.

We received a copy of the MBLC handout of fiscal 2025 and different bills that are effecting the Libraries.

Stephanie C. made a motion to adjourn the meeting and Mary Beth C. seconded, and so it was voted to adjourn. Larissa called the meeting at 8:10 PM.

Respectfully submitted,

Linda MacDonald  
Secretary