**MINUTES**

**PEMBROKE LIBRARY TRUSTEES MEETING**

**July 19, 2023** Approved August 16, 2023

**LIBRARY TRUSTEES PRESENT:** Shelley Fowler, Treasurer; Pam Stauffacher, Kaitlin Camidge

**ALTERNATE LIBRARY TRUSTEES PRESENT:** Beckie Hanson, Alternate Library Trustee; Phillip Ryan, Alternate Library Trustee

**STAFF PRESENT:** Ryan O’Hora, Library Director; Heather Tiddes, Assistant Library Director; Susan Gifford, Recording Secretary

**EXCUSED:** Susanne Whitbeck, Chair; Judy Mitchell

Kaitlin Camidge opened the meeting at 9:06 a.m. Beckie Hanson was designated to vote for Susanne Whitbeck and Phillip Ryan was designated to vote for Judy Mitchell.

1. **Open to Public**

Comments from the Public- none

1. **Approve Minutes**
	1. June 21, 2023 Minutes

**Motion**: Shelley Fowler moved to approve the June 21, 2023 meeting minutes as amended (Ryan O’Hora not Heather Tiddes under Old Business regarding website and Budget #5 clarification). Pam Stauffacher seconded. Motion passed on a 5-0 vote.

1. **Correspondence**
	1. Vivian Barker- Garden Bed Cleanup

Ryan O’Hora noted that resident and Friends volunteer Vivian Barker has weeded the library garden beds. She will continue to maintain them as needed. Poison ivy patches need to be sprayed. Shelley Fowler will address the initial spraying and follow up with DPW later. Women’s Club has been advised that the outdoor faucet will not be repaired this summer, so their flowers will be provided in the fall. A huge thank you to Vivian Barker!

1. **Treasurer’s Report –** Shelley Fowler reported that all accounts are up to date. The Family Place grant was received and expended.

**Motion**: Pam Stauffacher moved to approve the June 2023 Treasurer’s report as presented. Beckie Hanson seconded. Motion passed on a 5-0 vote.

1. **Budget**
	1. Budget Preparation for 2024-Discussion

Ryan O’Hora noted that one area of concern is that the library may need HVAC condensers. The proposed 2024 Library budget is being prepared and will be finalized at the August 16, 2023 meeting. Budgets are due to Town Hall by September 8. 2023. In November, presentations by departments are scheduled. Ryan O’Hora noted that the only major changes in the proposed budget are the addition of a Legal Services line item to set aside funds for policy review and additional funds for staffing. In a recent survey, 66% of respondents said Yes to having Saturday hours for the library. 14.9% said no and 14.9% had no preference. Additional staff hours are needed to provide flexible Saturday hours year round for our population of about 7,000 residents, and to provide Family Place programs on Saturday. Ryan O’Hora estimates that one additional staff at fifteen hours could fill in the Tuesday and Wednesday schedules, Saturday hours, and coverage of existing staff on a per diem basis. Childrens’ books report more circulation than adult books. Ryan O’Hora increased children’s book line item, which are just 2% of the overall library budget. Ryan O’Hora proposed a new line for Programming Supplies, moving funds from Department Supplies. The Community Programs line only covers the presenter. It is important to look at the cumulative bottom line increase to the library budget that any changes would affect. Ryan O’Hora will provide scenarios of different combinations with the percentage of change for the August 16 meeting. The meeting will be held in the large room so Library Trustees can work on the budget in real time on the screen.

2023 Budget – At six twelfths of the way through 2023 the library has expended 52.15% of the total budget.

1. **Director’s Report –** Ryan O’Hora reported that staff vacations occur in August. Kitchen flooring replacement is waiting for work to be done on outside pipes. One Wednesday in June had a total of 120 people in the library. A summer reading event brought in many new faces and at least 70 new people. Story times average 30 plus people. Friends of the Library have signed up to help at the craft table. Friends group is brainstorming other fun activities for fall.
2. **Old Business**
	1. Website – Ryan O’Hora reported that a live link will soon be available on the new website design.
	2. Logo – All agree with logo choice discussed on June 21. 2023.
	3. Assabet interactive software – Ryan O’Hora would like to purchase this software on an annual basis. It is a dynamic way to register for events, communicate with people who have registered for events. as well as to reserve items and see our Library of Things.
3. **New Business:**
	1. Policy Revisions
		1. Exhibits – Town insurance noted that they need estimated value of items on exhibit. This policy will be discussed with real time changes on August 16, 2023.
		2. Social Media – Ryan O’Hora noted that this policy is loosely based on ADA recommended policy. Because the library is a “limited public forum,” posts that are not in line with its goals and missions are not allowed. This policy will be discussed with real time edits and changes on August 16, 2023. Final version of this policy will be reviewed by legal.
	2. Budget- FY ’24 discussed above.
4. **Other Business:** Ryan O’Hora noted that First Amendment audits by groups of people seeking information under the Right to Know law have come up from Massachusetts to surrounding areas of New Hampshire. They are seeking to record public officials.

**NEXT MEETING (s)**

**Library Trustee meeting -**The next regular Library Trustee meeting will be the **third Wednesday,** August 16, 2023 at 9:00 a.m. This meeting will include a non-public session for an employee review.

**ADJOURN**

**Motion:** Shelley Fowler moved to adjourn the regular meeting at 10:24 a.m. Pam Stauffacher seconded. The vote was unanimous.

Respectfully submitted, Susan Gifford, Recording Secretary