**MINUTES**

**PEMBROKE LIBRARY TRUSTEES MEETING**

**January 18, 2023** Approved February 22, 2023

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

**EXCUSED:** Marie Brezosky

**ALTERNATE LIBRARY TRUSTEE PRESENT:** Judy Mitchell, Alternate Library Trustee

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

**STAFF EXCUSED:** Heather Tiddes, Assistant Library Director

Susanne Whitbeck, Chair, opened the meeting at 5:30 p.m.

**COMMENTS FROM THE PUBLIC** – none

**REVIEW AND APPROVAL OF MINUTES**

**Motion**: Judy Mitchell moved to approve the December 21, 2022 minutes as amended (O’Hara to O’Hora). Shelley Fowler seconded. Motion passed on a 4-0-1 Abstain vote.

**CORRESPONDENCE**- Ryan O’Hora reported that many donations were received in memory of Sally Keniston, and in memory of Lorraine Good. Susanne Whitbeck will acknowledge and thank donors.

**TREASURERS REPORT-**

**Treasurer’s Report – See Treasurer’s Report(s) on file**

Shelley Fowler reported that December 31, 2022 statements have been received from Foss fund but not from Capital Reserves. Shelley Fowler reported that interest from the Foss fund totaling $345.17 is available to spend as of December 31, 2022.

**Motion**: Judy Mitchell moved to accept the December 2022 Treasurer’s report. Pam Stauffacher seconded. Motion passed on unanimous vote.

**2023 Budget –** The budget report was reviewed for the period 1/1/2023 to present. The town will vote on the budget at Town Meeting. The library purchased several annual passes for the collection , and paid for February and April 2023 upcoming presentations.

**LIBRARY DIRECTOR’S REPORT -See Library Director’s Report on file**

Ryan O’Hora reported that Abby and Debbie are coming in regularly to provide “Paws to Read” time.” 45 people attended the magician program for the start of winter reading. Cabin Fever Book Sale will be held February 27, 2023 through March 1, 2023. The Library of Things receives $200 annual funds each year to replace items, or contribute something new to the collection.

**OLD Business**

**Discussion of Preschool Development Grant through the Capital Area Health Network and Granite United Way –** Ryan O’Hora noted that several area libraries were awarded grant funds in Region 2 to expand youth services. Pembroke Library received a grant award of $13,200. Library Trustees will hold a public hearing to accept the funds. The funds will cover Family Place training in October and supplies and materials for a Parent Resource library.

**Motion**: Shelley Fowler moved to hold a public hearing at the February 15, 2023 meeting to accept the Preschool Development grant award. Pam Stauffacher seconded. Motion passed on a 5-0 vote.

**Discussion and approval for February to December 2023 Holiday Closures –**

Ryan O’Hora will finalize the holiday closure list for the February meeting agenda.

**Discussion and approval for 2022 Annual Library Report for the Town of Pembroke Report –**

Ryan O’Hora will finalize the report and submit it to Town Hall for inclusion in the Town of Pembroke Report.

**NEW Business**

**Accept Donations –**

Accept four donations totaling $475 In Memory of Sally Keniston

Accept nine donations totaling $960 In Memory of Lorraine Good

Accept $5 donation from Brian Pierce

Accept $10 donation from Car Seat Demonstration

**Motion**: Pam Stauffacher moved to accept the donations listed above. Shelley Fowler seconded. Motion passed on unanimous vote.

**OTHER Business**

**Other Business: Policy Revisions-Eligibility of Cardholders & Collection Development Policy**

Library Trustees continued work on policy revision discussion in real time at the January 18, 2023 meeting.

**NEXT MEETING (s)**

**Library Trustee meeting -**The next regular Library Trustee meeting will be the **third Wednesday,** February 15, 2023 at 5:30 p.m.

**ADJOURN**

**Motion:** Judy Mitchell moved to adjourn the regular meeting at 7:22 p.m. Kaitlin Camidge seconded. Vote was 5-0.

**NON-PUBLIC SESSION**

**MOTION:**Shelley Fowler moved to go into non-public session under RSA 91-A:3 II-a to discuss personnel reviews at 7:23 p.m.  Judy Mitchell seconded. Motion passed on roll call vote 5-0.

**MOTION:**Judy Mitchell moved to come out of non-public session under RSA 91-A:3 II-a at 7:29p.m. Shelley Fowler seconded.  Motion passed on roll call vote 5-0.

**MOTION:** Shelley Fowler moved to adjourn the meeting at 7:30 p.m. Pam Stauffacher seconded. Vote was unanimous. No motions made in non-public session.

Respectfully submitted, Susan Gifford, Recording Secretary