**MINUTES**

**PEMBROKE LIBRARY TRUSTEES MEETING**

**February 22, 2023** Approved April 19, 2023

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

**EXCUSED:** Shelley Fowler, Treasurer

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

**STAFF PRESENT:** Ryan O’Hora, Library Director; Heather Tiddes, Assistant Library Director;

Susan Gifford, Recording Secretary

**PUBLIC HEARING**

**Public Hearing for Preschool Development Grant**

Susanne Whitbeck, Chair, opened the public hearing for the Preschool Development Grant at 5:30 p.m.

Ryan O’Hora gave a summary of the grant offered to the Pembroke Library from Granite State United Way. The proposed use of the grant is to improve literacy skills in an open ended way and reach out to the community. Ryan O’Hora has interest in the library becoming a Family Place Library. This is a national designation obtained by taking training offered in Rhode Island. Outreach, literacy, and family resource materials are the combined tools of the Family Place program to get families into the library. Family Place libraries offer two large workshops a year. Each workshop is a five-week series where a professional come in weekly to share expertise. Professionals invited could include pediatrician, pediatric dentist, dance and movement specialist, occupational therapist, ARNP and others who work with children. The Preschool Development Grant will cover training costs for two staff, purchase of materials and items specifically for the workshops and purchase of comfortable, homey seating for parents and children to engage.

Ryan O’Hora and the Children’s Librarian have visited several Family Place libraries in New Hampshire to find out what worked well and not well for those libraries as they provided Family Place activities. Susanne Whitbeck asked what the obligations are for a Family Place library. Ryan O’Hora stated that one report per year to the national organization is required. Three years of technical assistance is provided upon initial designation of a Family Place Library. The amount of the Granite United Way preschool development grant is $13,200. Social media and usual means of advertising library programs would be utilized to reach out to parents and children. Two residents in attendance spoke in favor of the grant. Library Trustees agreed the grant and the Family Place program sound wonderful.

**Motion**: Pam Stauffacher moved to accept the Granite United Way Preschool Development Grant up to the amount of $13,200. Kaitlin Camidge seconded. Motion passed on a 4-0 vote.

**Motion**: Kaitlin Camidge moved to close the public hearing and open the regular meeting at 5:40 p.m. Pam Stauffacher seconded. Motion passed on a 4-0 vote.

Susanne Whitbeck designated Judy Mitchell to vote for Shelley Fowler.

Judy Mitchell, Alternate Library Trustee, is willing to serve the last year of Marie Brezosky’s term as Library Trustee. Library Trustees agreed to place a book plate in every adult book purchased in 2023 “In Memory of “ long serving Library Trustee Marie Brezosky who passed away in January. Heather Tiddes will take care of designing book plates and ordering name plates to add to the plaque in the entryway.

**COMMENTS FROM THE PUBLIC** – Two residents attended the meeting to observe and consider serving as an Alternate Library Trustee.

**REVIEW AND APPROVAL OF MINUTES**

**Motion**: Judy Mitchell moved to approve the January 18. 2023 minutes as presented. Kaitlin Camidge seconded. Motion passed on a 4-0 vote.

**Motion**: Judy Mitchell moved to approve the January 25. 2023 minutes as amended (remove extra “I”). Kaitlin Camidge seconded. Motion passed on a 4-0 vote.

**CORRESPONDENCE**- Ryan O’Hora reported that many donations were received in memory of Sally Keniston, in memory of Marie Brezosky 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**

Ryan O’Hora shared the January 31, 2023 Treasurer’s Report. He noted that Shelley Fowler submitted a request to Trustees of the Trust Funds for $345.17 disbursement from the Foss Fund.

**Motion**: Judy Mitchell moved to accept the January 2023 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 in March.

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

Ryan O’Hora and the Children’s Librarian have visited many Family Place libraries in New Hampshire to obtain information on the program. Programs in January included Baby Social, Humanities (Rebecca Rule), and a new program called Homework Club targeted to middle school students. VNA balance screenings were full, and more screenings will be scheduled in the fall. Ryan O’Hora noted that a person has offered to donate muralist skills to create a reading nook in the children’s area. Public Works will be scheduling maintenance projects the library has requested in the spring. Attorney is reviewing revised policies. Several staff only areas need signage. Book sale will be held Monday through Wednesday next week. New Trustee Orientation packets will be developed, in addition to yearly State NHLA orientation workshops.

**Old Business**

**Collection Development Policy -** Ryan O’Hora noted that a driver’s license can be used as both an identification and proof of residence if utility bills are not available.

**Discussion and approval for February to December 2023 Library Closings –** Library Trustees added Saturday March 11, 2023, to the list as a closure for Pembroke School District meeting. Saturdays in summer, the library will be closed from June 24 to September 2, 2023.

**Motion**: Kaitlin Camidge moved to approve the 2023 Library Closings list as amended. Pam Stauffacher seconded. Motion passed on a 4-0 vote.

**NEW Business**

**Accept Donations –**

Accept donations totaling $1,825 combined for Lorraine Good, Sally Keniston and Marie Brezosky

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

**Discuss changes to Library Trustee meeting time -**

Library Trustees discussed holding their monthly meeting in the morning on the third Wednesday of the month.

Trustees agreed that an additional meeting could be held if needed or Trustees could revisit the meeting time.

**Motion**: Judy Mitchell moved to hold the Library Trustee meeting at 9:00 a.m. on the third Wednesday of the month Pam Stauffacher seconded. Motion passed on a 4-0 vote.

**Posting Policies and Trustees meeting minutes on website –** Library Trustees are in favor of posting policies and Trustees meeting minutes on the library website.

**Improvements to Website and Library Logo –** Ryan O’Hora is obtaining estimates to make improvements to the library website to make it user friendly and easier to maintain. One NH estimate was received for $4,000 initial design and $300 a year ($75 quarterly) maintenance cost. Vendor would use Word Press. Other estimates will be reviewed next month. Pembroke Library does not currently have a library logo but would like to have one.

**Policy Revisions – Eligibility of Cardholders**

Library Trustees discussed that in addition to municipal teachers, Pembroke businesses (day cares, spa, any) can request a Pembroke Library card assigned to the business and designate employees who may use the card.

**Motion**: Susanne Whitbeck moved to accept the Cardholder Registration and Borrowing Privileges policy as revised effective February 22, 2023. Pam Stauffacher seconded. Motion passed on a 4-0 vote.

**NEXT MEETING (s)**

**Library Trustee meeting -**The next regular Library Trustee meeting will be the **third Wednesday,** March 15, 2023 at 9:00 a.m.

**ADJOURN**

**MOTION:** Judy Mitchell moved to adjourn the regular meeting at 6:58 p.m. Kaitlin Camidge seconded. Vote was unanimous.

Respectfully submitted, Susan Gifford, Recording Secretary