

**Pettee Memorial Library**  
**Minutes for February 11, 2014**

**Present:** Carolyn Palmer, *chair*; Louis Clark, *treasurer*; Ann Ottaviano, *recording secretary*; Meg Streeter, Karina Martin, Allison Smith, *librarian*; Harriette Hamilton, *assistant librarian* and Helena Queenie, *youth services librarian*.

**Secretary's Report:** The minutes for January 14, 2014 were emailed to the trustees for their review. Karina Martin moved to approve the minutes for January 14<sup>th</sup>, Carolyn Palmer seconded, so voted.

**Treasurer's Report:** The treasurer's financial report as of January 31, 2014 was distributed at the meeting for the Boards consideration.

1. Cash available: General Fund Checking - \$17,933.49, Revitalization Fund Checking - \$28,921.73, Boyd Fund Checking - 26,301.29, Total Cash Available - \$73,156.51. Program Matching Funds - \$7,000.00, Friends of the Library - \$1,681.20, Unrestricted Funds - \$64,475.31, Total - \$73,156.51.
2. Investments as of December 31, 2013: Peoples Securities - \$31,030.092, Fidelity GNMA Fund - \$19,072.30, Total - \$50,102.32.

There was a discussion about budget expenses. Meg Streeter moved to accept the treasurer's report, Carolyn Palmer seconded, all approved.

**Librarian's Report:** Circulation: 1032, Attendance: 1076, Computer Usage: 156, Website Visits: 6467

- Adult Book Club discussion of "The Light Between Oceans" was postponed due to weather. Discussion will be held on Thursday, February 13<sup>th</sup> at 6pm. March's selection is "The Book Thief." The Teen Book Club will be reading it as well. There will be a joint discussion and a movie scheduled in March.
- Officially signed up for Geek the Library.
- Signed up for a number of classes and should be getting close to certification by the end of the year.
- Treasurer and librarian have been working together on aligning categories so that expenses are under the right headings.
- Ceiling has been painted. Russell Colbert was timely, neat and professional.
- Friends of the Library are planning on doing another basket raffle for Town Meeting. Baskets will be at the library for patrons to view before Town Meeting.
- The Board decided to decline channel 100.7's invitation to be part of their campaign to increase childhood literacy at a cost of \$178 for a one day ad or \$286 for two days.

**Youth Services Librarian's Report:** Total Programs: 7, Total Attendees: 22 children, 9 teens and 25 adults

- Story Hour attendance down due to bad weather.
- No January half day program.
- Community Base School Book-2-Movie program going well. Goal is to read a short story and then see the movie.

- Family Movie Night –Good attendance. Families grateful for big screen and fun free family event.
- Winter Stroll Arts and Crafts: Chimes and snowman craft for those in attendance.
- Received 40 copies of the Vermont Reads book “Wonder” by R.J. Palacio. Copies distributed to middle and high school, TVES and can be checked out at the circulation desk. Five copies will go to the Whitingham Free Library.

**Library Duties:** Coordinating events for upcoming months

- Valentine’s Day Hunt for story hour – Monday, February 10<sup>th</sup> at 10:30 a.m.
- February half day Wednesday February 12<sup>th</sup> from 12p.m. – 2p.m. Arts and crafts at the library.
- Vacation week schedule of events. Coordinating “Ice Castle” project with Shelley Park scheduled for Saturday, February 22<sup>nd</sup>.
- March and April half day events.
- Summer Reading Program webinar, planning and scheduling events.
- Coordinating joint summer events with Whitingham Free Library.
- Coordinating summer activities with WINGS and Summer REC program.
- Other duties: Working circulation desk, cataloging and processing books, and readers’ advisory. Attended Webinars relating to collection development and summer reading programs. Exploring two literacy grants for the spring and one joint grant for summer science material with Whitingham Free Library.

**Old Business:** Louis Clark will contact Peter Wimmelman about removing the tree on the left side of the library (as you face the library) and pruning the tree in the side garden.

**New Business:** Ann Ottaviano will contact Russell Colbert and ask him to submit an estimate for painting the bathroom and the ceiling above the stairs.

At 7.00 p.m. Meg Streeter moved that we go into Executive Session, Karina Martin seconded, so voted.

At 8:15 p.m. Meg Streeter moved that we come out of Executive Session, Louis Clark seconded, so voted. Meeting adjourned at 8:15.

**Next Meeting:** Tuesday, March 11, 2014 at 6p.m.

Respectfully submitted,  
Ann Ottaviano  
*Recording secretary*