

Pettee Memorial Library

Minutes for March 11, 2014

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

Election of Officers: Louis Clark moved that we re-elect Carolyn Palmer as chair, Karina Martin seconded, all approved. Carolyn Palmer made the motion to re-elect Louis Clark as treasurer, Ann Ottaviano seconded, so voted. Louis Clark moved to re-elect Ann Ottaviano as recording secretary, Carolyn Palmer seconded, all agreed.

Secretary's Report: Minutes for February 11, 2014 and March 6, 2014 were emailed to the trustees for their review. Carolyn Palmer moved to approve the minutes for February 11th and March 6th, Louis Clark seconded, so voted.

Treasurer's Report: The Financial Report as of February 28, 2014 was distributed at the meeting for our consideration. General Fund Checking - \$9,147.94, Revitalization Fund Checking - \$28,926.17, Boyd Fund Checking – 26,302.70, **Total Cash Available-\$64,646.81**. Program Matching Funds - \$7,000, Friends of the Library - \$1,681.20, Operating Account - \$7,763.74, Unrestricted Endowment Funds - \$48,228.87, **Total \$64,646.81**.

Carolyn Palmer moved to approve the treasurer's report as of February 28, 2014, Ann Ottaviano seconded, so voted.

Librarian's Report: Circulation – 1037, Attendance – 905, Computer usage – 126, Website Visits – 5598

- Met Vermont Department of Library Standards.
- Book club – 5 in attendance to discuss “The Light Between Oceans”. This month the adult and teen book clubs will discuss “The Book Thief” by Zusak and watch the movie on Friday, March 14th at 6 p.m.
- Friends of the Library's Town Meeting raffle for 3 baskets raised \$500. Thank you for manning the table during a very long meeting.
- On March 22nd, Pettee Memorial Library, the Friends of the Library and Memorial Hall will co-sponsor an Irish Cultural Celebration. An author will tell Irish ghost stories and there will be refreshments and Irish dancing s well.
- Attended a conference for libraries using One Click digital audios. Recorded books added e-books to their collection and we voted to add e-books to our collection. The consortium would have about 500 titles available by the end of the year. Our cost would be \$250 a year.
- Recorded Books has also offered libraries a deal: they will waive the \$300 set-up fee if we sign up for the “advantage plan”: we agree to purchase 40 e-books per year. The price per e-book ranges from \$1.99-\$90. They are offering a 15% credit-back until the end of December. The bonus of participating in this program is that any titles we purchase individually our patrons would have sole access to. The Board agreed to the Recorded Book plan.

- Vermont Department of Libraries is trying to figure out how they can continue the intern program once the grant runs out.
- Signed up for a number of programs for this year: April 3 – Adult Programming, April 30 – Basic ILL, May 7,9,14-16 – Cataloging and Organization (core), July 8 – Strategic Planning, July 15 – Network Trouble Shooting, September 10 – Tech Planning, October 29, 30, November 3-5 (in Ludlow) – Collection Development (core)

Youth Services Librarian's Report: 10 Programs, 137 Attendees.

Story Hour and Programs:

- Community Ice Castle- very successful. Great community event and many compliments.
- Story Hour attendance low due to weather and illness. Two new families joined.
- Valentine's Day card making was the half day event.
- Community Base School Book-2-Movie program going well. Read a short story and view the movie.
- Family Movie Night cancelled.
- Added Teen Movie Night. Attendance will increase after basketball season for family and teen movie nights.
- New book club at high school with school librarian in March for Vermont Reads project.

Library Duties: Majority of time is spent planning and coordinating events for upcoming months. Attended SRP webinar and continued weeding through J, FIC, YA and videos. Busy on circulation desk, collection development, cataloging and processing books and readers' advisory. Busy writing two literacy grants for youth literacy.

Old Business: The Board decided not to pursue a library credit card. Russell Colbert completed painting the ceiling in the back stairwell and the downstairs bathroom. He did a fine job as usual.

New Business: After a brief discussion about sick days, Ann Ottaviano moved that our librarian be entitled to 6 sick days per year, Louis Clark seconded, all approved. The Board also agreed to meet on the second Tuesday of the month at 6 p.m. as usual.

Carolyn Palmer moved to go into Executive Session at 6:30 p.m., Louis Clark seconded, so voted. We came out of Executive Session at 7:05 p.m.

Next Meeting: Tuesday, April 8, 2014 at 6 p.m.

Respectfully submitted
Ann Ottaviano
Recording secretary