

## Pettee Memorial Library

### Minutes for July 8, 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*.

Meeting called to order at 6:02 p.m.

**Secretary's Report:** Minutes for June 17, 2014 were emailed to the trustees for their review. Meg Streeter moved to approve the minutes for June 17, 2014, Louis Clark seconded, all approved.

**Treasurer's Report:** The financial report as of June 30, 2014 was distributed at the meeting for our consideration. General Fund Checking - \$18,988.36, Revitalization Fund Checking - \$44,932.35, Boyd Fund Checking - \$29,248.74, **Total Cash Available - \$93,169.45.** Friends of the Library - \$2,482.55, Unrestricted Funds - \$90,686.90, **Total - \$93,169.45.** Preliminary results for the year ended June 30, 2014: \$216.85 surplus.

Meg Streeter moved to accept the treasurer's report as of June 30, 2014, Carolyn Palmer seconded, all approved.

**Librarian's Report:** June's statistics – Circulation-1437; Attendance- 1428; Website Visits-7887; Computer Usage-184.

- June's Book Club selection was "The Faith Club" with six in attendance. July's selection is "The Space between Us" by Thrity Umrigar. The discussion will take place on July 23<sup>rd</sup> at Molly Stark State Park. We meet at 6p.m., discuss the book and then join the park program on tracking.
- Inventory on the adult collection is half done. The library is very busy this summer.
- There is a "Strategic Planning Workshop" on July 8<sup>th</sup>. Allison reported that an on-line impact survey has been suggested. Amy Howlett will facilitate a focus group for this.
- There is a "Networking" workshop on Tuesday, July 15<sup>th</sup> and Allison will be attending.
- The Friends of the Library cancelled their book sale scheduled for the Valley Stroll due to rain. It has been rescheduled for August 2<sup>nd</sup> during the Blueberry Festival with a rain date on August 16<sup>th</sup> at Memorial Hall.

**Youth Services Librarian's Report:** Total programs: 12; Total attendees: 342 kids, 34 teens and 196 adults = 572.

- Each week at the Story Walks, there will be a science experiment and a craft project.
- TVES 1<sup>st</sup> graders visited the library and the Food Pantry.
- Project Graduation (an outreach program) a success.
- Family Movie Night well attended.
- Summer Reading Sign-up program on June 23<sup>rd</sup> on front lawn was a success. Many thanks to SVTNH Museum, Molly Stark State Park, Summer REC, WINGS and Master Mike from Tae Kwon Do Program and teen volunteers that helped out.

***Library Duties:***

- 2014 Summer Reading Program is popular and well attended.
- New high school volunteer has been trained and helps with shelving and programming. There are two middle school volunteers as well.
- Wednesdays in the Park series starts July 9<sup>th</sup>. Programs begin at 7p.m at Molly Stark SP with an invitation to picnic beforehand. Programs are as follows: Fun with GPS Devices, Building Birdhouses and playing board games, Evening with Lynn Levine and ending with SVTNH Museum's Live Owl Program.
- Thursday morning Story Hour at 10:30a.m. July 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup>.
- Middle School Summer Rec will visit the library Tuesday mornings for books, fun with science experiments and nature.
- Celebrate Summer! Summer REC and Wings have extended an invitation to read with summer students once a week during their summer program.
- Busy working Circulation desk, collection development, cataloging and processing books.
- The EES Play Group will be using the library every Friday from 10 – 11:30 a.m.

The board gave Helena permission to participate in the "Welcome Baby" program. After speaking with the coordinator, it was decided that ten books would be adequate for one year.

Meg Streeter made a motion to end the meeting at 6:45 p.m., Karina Martin seconded, all agreed.

**Next Meeting: Tuesday, August 12, 2014 at 6 p.m.**

Respectfully submitted  
Ann Ottaviano  
*Recording secretary*