

**Pettee Memorial Library  
Minutes for July 9, 2013**

**Present:** Carolyn Palmer, *chair*; Louis Clark, *treasurer*; Ann Ottaviano, *recording secretary*; Meg Streeter, Allison Smith, *librarian*; Harriette Hamilton, *assistant librarian* and Helena Queenie, *children's librarian*.

**Secretary's Report:** Minutes for June 11, 2013 were emailed to the trustees for their approval or corrections. Meg Streeter moved to approve said minutes, Carolyn Palmer seconded, all approved.

**Treasurer's Report:** Louis Clark distributed the financial report as of June 30, 2013 at the meeting for our consideration.

**General Fund** - \$18,622.91 \* General Fund Cash is subject to adjustment for deferral of grant funds designated for F/Y 2014.

**Endowment Funds:** General Endowment - \$104,379.47, Pool Bequest - \$26,634.04, Willard Fund – \$14,216.61, Boyd Fund – 23,582.41, Gifts IMO Laurel Fox - \$580.00, Friends of the Library - \$631.90. Total - \$170,024.43.

Meg Streeter made the motion to accept the treasurer's report as of June 30, 2013, Carolyn Palmer seconded, all approved.

Meg Streeter moved to authorize Louis Clark to liquidate the investment account at People's Security, Carolyn Palmer seconded, all approved.

Meg Streeter moved to authorize Louis Clark to sign Brian Doxsee's bid for replacing the library's slate roof if Louis is satisfied with Doxsee's explanation of the \$4,000.00 increase, Carolyn Palmer seconded, so voted.

Carolyn Palmer moved to hire Jim Weisner to replace our existing chimney if his written estimate is acceptable, Meg Streeter seconded, all approved.

**Librarian's Report:**

**Friends of the Library** –Allison reported that the Friends are enthusiastic about our slate project and request that 200 slates be saved for said project. The Friends raised \$741.00 at their Book Sale. We thank Dana Consolino for donating the books for the sale.

**Library Duties** – Allison reported that she is updating our website, working on overdue and lost books and posters are out about our Agatha Christie event on Saturday, July 13<sup>th</sup> at 7 p.m. We reviewed Allison's additions to our Computer and Wireless Policies. Meg Streeter moved to adopt the updated Computer and Wireless Policies as amended, Louis Clark seconded, all approved. All admired the new flat screen TV in the Margaret Green Room.

**New Library Hours** – The hours for Monday – Thursday will remain the same. Starting Sunday, July 21<sup>st</sup> the library will be open from 12-2, Friday and Saturday we will be open 12-4.

## **Children's Librarian Report:**

**Story Hour and Programs:** Helena has signed up 101 persons for our summer reading programs. Our Kick-off Party was a huge success with Boston Science Museum's Night Sky. Families enjoyed the program as well as the informational tables which included Southern Vermont History Museum's Live Birds and Reptiles, Molly Stark State Park and Summer REC Program. Many thanks to the Friends of the Library for helping out with programming and clean-up.

Helena invited teachers to set up a "Meet and Greet" time this summer to get to know their new students as well as encouraging summer reading for all students. Les Julian, family entertainer, performed at the recent Village Stroll on July 6<sup>th</sup>. The library lawn was a busy place with the performance and the Friends of the Library Book Sale.

The WINGS program invited the Whitingham Free Library and ours to do a story time during their snack time Tuesday, Wednesday and Thursday for each age group. Whitingham will take the first week and Helena will take the second week. Kristine and Helena are looking forward to doing activities together since the two elementary schools are consolidating this year.

"There be Buried Treasure" performance will be on July 26<sup>th</sup>.

**Library Duties:** Helena completed the 5 day library core class in Montpelier in June. She is working with Tamara Allen from Vermont Business Development Center on our Facebook and website page. The book cart downstairs is full many days of the week! Special thanks to our volunteers Linda Green, Jim and Nicholas, and our two high school girls Hannah R. and Ellen B. for getting the books back on the shelf.

As DVES was packing up, we received donations of books on tape, VHS movies and craft supplies from staff. Susan Goldman has volunteered to work from home to assist Helena in getting items cataloged and into the system.

There was a discussion about a projector and screen for programming in the Children's Room.

**New Business:** Meg Streeter moved to reschedule our meetings to 6 p.m. the second Tuesday of each month, Carolyn Palmer seconded, so voted.

**Notice:** We are looking for people who are interested in becoming a trustee of Pettee Memorial Library. Anyone interested should send a letter of interest to our chair, Carolyn Palmer, in care of Pettee Memorial Library, P.O. Box 896, Wilmington, VT. before August 13, 2013.

We adjourned at 5:40 p.m.

**Next Meeting: Tuesday, August 13, 2013 at 6 p.m.**

Respectfully submitted,  
Ann Ottaviano  
*Recording secretary*