

**Pettee Memorial Library  
Minutes for August 14, 2012**

**Present:** Franklin Reeve, *chair*; Louis Clark, *treasurer*; Ann Ottaviano, *recording secretary*; Carolyn Palmer, Amity DeAngelis, *librarian*, Harriette Hamilton, *assistant librarian* and Helena Queenie; *children's librarian*

**Secretary's Report:** The minutes for July 10, 2012 were emailed to the trustees for their corrections or approval.

**Treasurer's Report:** The treasurer's report was distributed at the meeting and reviewed by the trustees.

**1. Account balances as of July 31, 2012:**

<b>General Fund cash</b>	<b>\$ 5,969.56</b>
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<b>Endowment Funds:</b>	
<b>General Endowment:</b>	
Cash – People's United	\$ 22,997.81
Investments	80,071.34
Due from General Fund	1,250.00
<b>Total General Endowment</b>	<b>\$104,319.15</b>
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<b>Gifts IMO Laurel Fox:</b>	
Gifts Received	850.00
Program Expenditures	(270.00)
<b>Laurel Fox Fund Balance</b>	<b>580.00</b>
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<b>Pool Bequest:</b>	
Cash – Peoples United Bank	4,494.76
Investments	21,294.61
<b>Total Pool Bequest</b>	<b>25,806.91</b>
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<b>Willard Fund:</b>	
Investments	13,689.39
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<b>Boyd Fund:</b>	
Cash - Merchants	19,326.07
<b>Total Endowment Funds</b>	<b>\$ 163,703.98</b>
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Franklin Reeve moved that we accept the treasurer and secretary reports, Carolyn Palmer seconded, all approved.

**Librarian's Report:** This years Summer Reading Program was very successful with over 100 participants. Children read 273 hours, teens read 308 hours, and adults read 688 hours in just 6 weeks! The July 10<sup>th</sup> Southwestern Nights: Cooking demo and tasting with Robin Stenner and Kerri Andersen attracted 25 adults, 5 teens and 7 children. On July 24<sup>th</sup> Ellie Roden demonstrated - "Creating with Pressed Flowers". In attendance: 11 adults, 6 children. The July 25<sup>th</sup> program- Computer Basics: Downloading Audio Books attracted 4 adults and 1 child.

The Blueberry Block Party was cancelled on July 28<sup>th</sup> due to weather conditions. Our "Bash the Trash" event was held at the Baptist Church on North Main Street with their bake sale. Attendance: 28 children, 7 teens, 51 adults.

**Upcoming Events:** Book Club will meet on August 21<sup>st</sup> to discuss "A Stranger in the Kingdom". On Saturday, September 28<sup>th</sup> at 3 p.m. the Vermont Humanities Council event

Susan B. Anthony – The Invincible! - will be presented at Memorial Hall.

**Submitted Grants:** \$2,000 requested from the Ben and Jerry's Foundation, \$7,000 requested from A.D. Henderson Foundation and \$2,500 requested from Vermont Community Foundation.

**Building Maintenance:** Catamount has installed the industrial dehumidifier in the children's room. We have a service contract with Bay State Elevator. The lift is in working order but they will return with a part needed to close the lift door automatically on the basement level. No further word on our side door, front steps or ceiling.

**Other:** Inventory has been completed in main room and office. The staff evaluations have been completed and will be reviewed on September 11<sup>th</sup> at our next board meeting. Harriette has found two nice stools for our laptop computer stations. Harriette has registered for an MS Excel course through Universal Class. We need to hire a new cleaning person.

Helena has a set schedule for 7 hours a week and 3 hours of flex time. Her set schedule is: Mondays from 8:30-12:30, Tuesdays from 3:00-4:00, and Fridays from 2:00-4:00. Her Friday hours will be circulation duty.

**Policy Questions:** It has been decided that if a staff member covers for a trustee on Sunday, they will be reimbursed. Pettee Library follows the town's vacation policy for all employees.

**VT Public Librarian Certification:** To be certified, a librarian must accumulate 150 hours of credit within 5 years. Helena would like to complete her certification. The trustees agreed to pay her for hours spent at library training workshops and travel reimbursement.

**Children's Librarian Report:** A super Summer Reading Program for all ages! Our outside summer programs are very well attended and attract a lot of positive responses.

**Story Hour and Programs:** The highlight for Story Hour was the Blueberry program with homemade blueberry pancakes and Vermont maple syrup. Thank you Bill and Betty Pusey and Paul and Lisa Wheeler. A beautiful morning for berry stories and breakfast outside. Even though it was summer, Community Base students came to the library for special story hour and crafts. Our Explore the Night program was targeted for 9 years old and up. The program was well attended by a variety of ages. It ended up being a family activity. They enjoyed the movies, moonlight bowling, building rockets with Mad Science and had a fun Star Wars night. Our teen and DCF book clubs were well attended for being a new activity.

The Bash the Trash program moved to the Baptist Church due to the weather, turned out to be a village effort. Visitors and locals were appreciative to see an activity going on even though the Village Stroll was cancelled. The kids enjoyed making instruments. The Block Party was held on August 3<sup>rd</sup>. With the help of volunteers we pulled together an Arts and Craft table. We were out front making Blue Butterfly wind socks. About 86 people showed up to color butterflies, make wind socks and used the colored chalk for sidewalk art. Our Poetry Garden activity was done before bowling. We received many favorable comments.

**Library Duties:** Helena attended a Book Mending Workshop. Pettee hosted the Southern Windham Regional Library meeting in July. Amy Howlet was our speaker. Mary Anne Arbano has been helping with the inventory of non-fiction in the children's room. We are in the process

of inventorying and correcting spine labels and MARC records.

**Next Meeting: Tuesday, September 11, 2012 at 4 p.m.**

Respectfully submitted,  
Ann Ottaviano  
Recording secretary