

**Pettee Memorial Library**  
**Minutes for September 9, 2014**

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

Meeting convened at 6p.m.

**Secretary's Report:** Minutes for August 19, 2014 were emailed to the trustees for their review. Meg Streeeter moved to accept the minutes for August 19<sup>th</sup>, Louis Clark seconded, all approved

**Treasurer's Report:** Cash available as of August 31, 2014: General Fund Checking - \$13,956.87, Revitalization Fund Checking - \$32,943.54, Boyd Fund Checking - \$35,095.53, **Total Cash Available - \$81,995.94.** Friends of the Library - \$2,973.55, Grants - \$1,400.00, Endowment Funds - \$68,039.07, General Fund - \$9,583.32, **Total - \$81,995.94.**

Ann Ottaviano made the motion to approve the treasurer's report as of August 31, 2014, Meg Streeeter seconded, so voted.

**Librarian's Report:** Circulation – 1894, Attendance – 1783, Website Visits – 9341, Computer Usage – 194

- On August 16<sup>th</sup> the library presented “Journalism and War Coverage”, part of Vermont Humanities Council discussion program, at Memorial Hall. 12 in attendance.
- On August 20<sup>th</sup> the Adult Book Club discussed “Wonder” by R.J. Palacio. 5 in attendance.
- On Saturday, September 13<sup>th</sup> at 7p.m. is the first Vermont Movie featuring Elayne Clift.
- Impact survey set to begin Friday, September 12<sup>th</sup> and run until September 26<sup>th</sup>.
- Request to attend the Edge Benchmarks workshop in Berlin on September 22<sup>nd</sup>. The board approved said request.
- Wardsboro did not have a survey for their plan. They did the small focus groups that the VTLIB prefers.
- Attending “Tech Planning” on Wednesday, September 10<sup>th</sup> in Berlin.
- Jazz Concert benefiting the Library will be September 20<sup>th</sup> at 8p.m.
- Completed inventory of adult collection.
- Friends Meeting on September 8<sup>th</sup>. They will have a slate decorating event on October 25<sup>th</sup> and will serve refreshments at September and October events.
- Attended the ARSL conference last week. Biggest takeaway from conference were three goals for the coming year.
  - Marketing – Create a checklist of ways to market programming and events.
  - Strategic Plan – Create and implement the strategic plan.
  - Logo – Create one.
- Harriette's last day was September 6<sup>th</sup>. For almost 30 years Harriette's smiling face greeted library users. Many patrons have grown up with her behind the circulation desk and she will be missed. Thank you Harriette, we love you!

**Youth Services Librarian's Report:** Total programs – 10, Total attendees- 147 children, 53 teens and 202 adults = 402 attendees.

***Story Hour and Programs:***

- Story Walks at Molly Stark Park slowed down since the start of school.
- August's highlights included fairy houses and VT rocks.
- Otha Day at the Block Party a success.
- Thursday story time will continue for the local Day Care as well as options for other families.
- Internet Safety meeting was held in collaboration with Deerfield Valley Partnership, Joanne Finkle and the library. It was the first meeting and the group hopes to bring in guest speakers and address parents' concerns.

***Library Duties:*** Planning is underway for the new school year. Busy coordinating activities with two school libraries and our library. September 26<sup>th</sup> will be the annual apple picking story hour. There will be a booth at the Wildlife Festival on Saturday the 27<sup>th</sup>. Helena continues to cover the circulation desk, collection development, cataloging, processing books and readers' advisory.

**Old Business:** The board discussed security options and the estimate from Swan Electric. They will make a final decision after receiving a second estimate.

**New Business:** The trustees authorized Allison to begin the interview process for the position of assistant librarian. Meg Streeter moved that we acknowledge Harriette Hamilton's almost 30 years of service with an additional month's pay, Louis Clark seconded, all approved.

Meeting adjourned at 6:55p.m.

**Next Meeting – Thursday, October 8, 2014 at 6p.m.**

Respectfully submitted  
Ann Ottaviano  
*Recording secretary*