

# Pettee Memorial Library Board of Trustees Meeting

Minutes, January 10, 2017

**Present:** Carolyn Palmer, *chair*; Louis Clark, *treasurer*; Meg Streeter, *secretary*, Karina Martin, Amy Swanson, Allison Maynard

Meeting called to order at 6:03 p.m.

**Secretary's Report:** Minutes for December 13, 2016 were approved moved by Louis, 2nd by Amy and so voted.

**Treasurer's Report:** Louis presented his report as follows:

Cash available as of 12/31/2016: General Fund Checking:\$17,263.62; Revitalization Fund Checking :\$53,557.15 **Total Cash Available - \$70,820.77** Friends of the Library:\$4,367.40, Grants: \$444.47; Endowment Funds:\$53,557.15, General Fund:\$12,451.75 **Total Cash Available - \$70,820.77.** Meg moved to accept the treasurer's report, Karina seconded and so voted.

Louis reported that our spending is in line for this point in the fiscal year. Allison presented estimate of \$2,626 from Bay State Elevator for repairing the lift to good working order. Louis will discuss our service contract, the recent unsuccessful repair and the warranty related to this estimate with Bay State. Meg moved to proceed with the work after that discussion, 2nd by Carolyn and so voted.

**Librarian's Report:** written report incorporated herein by reference. Allison mentioned recent gift from Rona Mendelsohn of a 2017 pass to MassMoca for borrowing by library patrons. Allison will work on updating personnel and other policies for review and adoption by the board.

**Youth Services Librarian's Report:** report incorporated herein by reference.

Carolyn reported that the Selectboard is supporting our total budget request for FY 18.

6:55 Meg moved to enter executive session to discuss employee performance, to include Allison, 2nd by Karina and so voted. 8:00 out of executive session

8:01 meeting adjourned.

Next meeting will be February 7, 2017 at 6 PM.

Respectfully submitted,

Meg Streeter, Secretary