

Pettee Memorial Library Board of Trustees Meeting

Minutes for January 12, 2016

Present: Carolyn Palmer, *chair*; Louis Clark, *treasurer*; Meg Streeter, *secretary*, Karina Martin, Amy Swanson, library personnel Allison Maynard and Helena Queenie, friends Elizabeth McEwen, Gary DeBarba and Alice Greenspan

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

Secretary's Report: Minutes for December 8, 2015 were approved and accepted with the correction of the word "discuss" to "discussion" in paragraph 5.

Treasurer's Report: Louis presented his report :

Cash available as of December 31, 2015: General Fund Checking - \$23,113.83; Revitalization Fund Checking -\$66,203.63, Boyd Fund Checking - \$24,380.06 **Total Cash Available - \$113,697.52** Friends of the Library - \$4,734.66, Grants -544.47; Endowment Funds - \$90,583.69 General Fund -\$17,384.70 **Total Cash Available - \$113,697.52.** Meg moved to accept the treasurer's report, Karina seconded and so voted.

The board discussed our current investment strategy at length. Meg moved to move \$64,000 from available cash into the Fidelity funds we are currently invested in; no one 2nd and Meg withdrew the motion. Karina moved that we move \$64,000 from available funds into Vanguard indexed funds. 2nd by Carolyn and so voted 4-1 abstention (Louis).

Librarian's Report: Circulation: 1692 Attendance: 1414 Website Visits: 15,828 ILLs: 16 sent/24 borrowed Computer usage: 191 One Click: 1 new/72 circs + Allison reported that she has finished deleting the adult "lost" titles out of the catalog and Helena is working on "lost" from the children's collection. Staff is looking at additional passes to offer patrons. Discussion about adding S.VT natural history museum, Mass Moca, the Clark Institute but not VINS or Eric Carle due to distance - also dependent on funds being available in the budget.

Youth Services Librarian's Report: Total # of juvenile programs: 8

Total # of attendees: 33 kids & 23 adults = 56 attendees; 1 family program with 112 kids & 22 teens & 107 adults = 241 attendees

of outreach programs: 5 (including 14 kids, 38 teens & 27 adults)

Santa's Workshop was very well attended with great support and volunteering from many including helpful teens from the high school.

Friends of the library reported they are working on a plan for library garden maintenance; getting volunteers to help with shelving; working with Early Essential Services on the baby book program; funding the first year of the readers' advisory program (\$900); working on a new door counter purchase and a cart/whiteboard purchase; funding more passes at Allison's direction and exploring ways to publish a calendar without adding to Allison's workload.

7:15 Meg moved to enter executive session to discuss employee evaluations including the presence of the library director, 2nd by Louis and so voted. 8:17 out of executive session.

8:17 Meg moved we adjourn, 2nd by Karina and so voted.

Respectfully submitted,

Meg Streeter, Secretary