

**Pettee Memorial Library
Board of Trustees Meeting**

Minutes for October 11, 2016

Present: Carolyn Palmer, *chair*; Louis Clark, *treasurer*; Meg Streeter, *secretary*, Karina Martin, Amy Swanson, Allison Maynard, Jen Razee, Helena Queenie and Elizabeth McEwen (Friends of the Library)

Meeting called to order at 6:00 p.m. No potential additions to the agenda.

Secretary's Report: Minutes of September 13, 2016 were approved: moved by Louis, 2nd by Amy and so voted, 4-0 (Meg had not arrived until after this part of the meeting).

Treasurer's Report: Louis presented his report (details below)

Cash available as of September 30, 2016: General Fund Checking - \$45,503.76 Revitalization Fund Checking -\$52,084.37, **Total Cash Available - \$97,588.13** Friends of the Library - \$4,402.40, Grants -444.47; Endowment Funds - \$52,084.37, General Fund - \$40,656.89 **Total Cash Available - \$97,88.13.** Meg moved to accept the treasurer's report, Karina seconded and so voted.

Librarian's report is incorporated herein by reference.

Allison presented the 3 bids for a security camera system to monitor the library spaces: First Choice: \$2697.08; Amity Alarm: \$1733.00 and Swan Electric and Security: \$1861.00. Discussion of the three proposals. Carolyn moved to accept the bid from Swan provided that the system can be install by November 15, 2015, 2nd by Louis and so voted.

Allison mentioned that the front granite stairs seem to be more separated from the front of the building (initial shift caused by the Irene flooding in August, 2011) and that she has discussed if with Scott Murphy, town manager. He is contacting Brattleboro Monuments to discuss repair.

Allison presented a final draft of the strategic plan for our review and discussion.

Trustees will finalize and approve at the November meeting.

Space planning update: Allison spoke with John Guminak, designer, about possibilities for better use of our existing space - trustees authorized Allison to work with John for several hours within a specific amount of money.

Youth Services Librarian's report is incorporated herein by reference.

Other business:

Carolyn reported that Susan Lawrence has agreed to have the push pole removed from the Beaver Street entrance and will have the power put underground to Susan's restaurant that adjoins the library property IF we will reimburse Susan for the cost of the pole.

(which Green Mt Power will not refund) Carolyn will clarify the cost of the pole with Susan and we will discuss as part of the budget for FY 2018.

Preliminary review and discussion of the upcoming budget.

7:45 Carolyn moved to enter executive session to discuss personnel, 2nd by Meg and so voted. 8:26 Board came out of executive session. No action taken

8:27 Meg moved and Amy 2nd that meeting be adjourned, so voted

Next Meeting: Tuesday, November 8th (Election Day)

Respectfully submitted,

Meg Streeter, Secretary