

Pettee Memorial Library
Board of Trustees Meeting, 6 PM , Library Meeting room

Minutes for October 13, 2015

Present: Carolyn Palmer, *chair*; Louis Clark, *treasurer*; Karina Martin, Amy Swanson and library personnel: Allison Maynard. friends of the library: Elizabeth McEwen and Tina Krampetz

Treasurer's Report

Cash available as of September 30, 2015: General Fund Checking - \$9569.76; Revitalization Fund Checking -\$76,549.66, Boyd Fund Checking - \$22,963.75 **Total Cash Available - \$109,083.17** Friends of the Library - \$4,909.6; Grants -\$100.00, Endowment Funds - \$99,513.41, General Fund \$4,560.11 **Total Cash Available - \$108,083.17.**

Additions to the agenda – discussion with the Friends of the library.

Public Comments – none

Secretary's reports –

September 15, regular meeting. Report accepted.

September 29, Friends group meeting. Minutes accepted.

Treasurer's report

Talked to Christine – will send semi-annual appropriation next week.

Exploring payroll services. Talked to two. Randy Terk and Mary Anne Lozito. Both are willing to do it. Randy's annual fee is \$1100. Mary Anne - \$20/hr. So each price is about the same. Will ask Mary Anne to do one payroll period, to "try it out", to be sure she would like to take on the responsibility starting in January. Payroll will be done in house for the rest of the year. Motion accepted.

Laurie's pay is \$650 for the whole year. Motion made to pay her this full fee. Motion accepted.

Librarian's report

Discussed lowering the countertop for computers.
Lead the Change was very beneficial

Youth Services Librarian report

Helena's hours increasing but not reaching her allotted 20 hours yet. Still paying for a helper, a few hours total. Tutoring is picking up.

Discussion with Friends

After our meeting with the Friends –

Friends have voted on 501C3 – not feasible to embark on that.

By-laws – no changes

Drafted a Memo of Understanding - discussed wording and revising

Next steps – Friends will make changes and send revised draft of MoU to Allison.

Financial system will go forward as it is now. Use Purchase Orders for spending 1% money?

Motion accepted to authorize the Friends to buy a sandwich board not more than \$400.

Strategic planning meeting working on mission statement.

Next meeting, Thursday, November 12, budget meeting.

Meeting adjourned at 7:30.

Respectfully submitted,

Amy Swanson