

Pettee Memorial Library
Minutes for October 14, 2014

Present: Carolyn Palmer, *chair*; Louis Clark, *treasurer*; Ann Ottaviano, *recording secretary*; Meg Streeter, Karina Martin and Allison Maynard, *librarian*.

Meeting called to order at 6 p.m.

Additional items to the agenda: 2016 budget and "Money Matters".

Secretary's Report: Minutes for September 9, 2014 were emailed to the board for their review. Louis Clark moved to approve the minutes for September 9, 2014, Carolyn Palmer seconded, so voted.

Treasurer's Report: Cash available as of September 30, 2014: General Fund checking - \$5,396.52, Revitalization Fund - \$32,948.95, Merchants Bank - \$36,967.65, **Total - \$75,313.12.** Friends of the Library - \$3,339.55, Endowment Funds - \$69,916.60, General Fund - \$2,056, **Total - \$75,313.12.** Investments, 30 September 2014: Peoples Securities - \$31,993.07, Fidelity Securities - \$19,255.85. **Total - \$51,248.92.** After a discussion about security investments, Carolyn Palmer moved that we transfer \$20,000 from Merchants Bank to Fidelity Securities, Meg Streeter seconded, all approved. Meg Streeter moved that we accept the treasurer's report, Karina Martin seconded, all approved.

Librarian's Report: Circulation – 1565, Attendance – 1545, Website Visits – 7986, Computer usage – 206

- New assistant librarian, Jennifer Razee, started on September 29, 2014. She will work a total of 10 hours. Jennifer will be at the library Friday, Saturday and Sunday.
- After adding e-books in April, One Click usage is on the rise – 86 circulations as opposed to 25.
- Showed first two parts of "The Vermont Movie" in September, 14 in attendance for first part and 24 in attendance for second part.
- Great American Songbook Concert to benefit the Library raised \$1,064 to go toward our new security system.
- Adult Book Club discussed "Bad Monkey" by Carl Hiaasen – 5 in attendance. October's selection is "Agatha Raisin and the Haunted House" by M.C. Beaton in honor of Halloween.
- A new volunteer, Katie, helps on Wednesdays.
- Attended Tech Planning workshop on September 10th and attended the Edge Assessment Workshop.
- Carpets will be cleaned on October 13th.
- Friends are planning a slate painting event at Memorial Hall on Saturday, October 25th from 1-4 p.m. prior to "The Vermont Movie" that evening.
- Priscilla Pettee Bridgeman, a direct descendant of Anson Pettee (Lyman's father) graciously donated his diploma from Middlebury Medical School. Carolyn Palmer volunteered to see that it is framed properly.

- In Helena's absence Allison has been covering children's programs and is planning a Family Movie night in the near future.
- Have completed a round of surveys for the Impact Survey. Allison reported on the survey orally with the aid of power point on TV screen. Trustees received a hard copy as well.
- Attending my third core class, "Collection Development" at the end of October or beginning of November.
- Working with the Department of Health about distributing blood pressure.

Youth Services Librarian's Report: Not available due to illness.

There was a discussion about security options. Since we have not received another estimate we decided to table the discussion until next month. There was a brief discussion of the 2016 budget. Further discussion was tabled until next month because we lacked important information.

Carolyn Palmer, Allison Maynard and Louis Clark will attend the "Money Matters" conference for librarians and trustees in November.

Next Meeting: We will meet Tuesday, November 11, 2014 at 6 p.m.

Carolyn Palmer moved to adjourn the meeting at 7:20 p.m., Louis Clark seconded, all approved.

Respectfully submitted,
Ann Ottaviano
Recording secretary