

Pettee Memorial Library

Minutes for November 11, 2014

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

Meeting called to order at 6:02 p.m.

Secretary's Report: Minutes for October 14, 2014 were emailed to the board for their review. Meg Streeter moved to approve the minutes for October 14, 2014, Louis Clark seconded, so voted.

Treasurer's Report: Cash available as of October 31, 2014: General Fund Checking – \$39,520.53, Revitalization Fund Checking - \$42,954.60, Boyd Fund Checking - \$16,569.80, **Total Cash Available - \$99,044.93.** Friends of the Library - \$3,304.64, Endowment Funds - \$59,524.40, General Fund - \$36,215.89, **Total - \$99,044.93.** Transferred \$20,000 from the Boyd Fund (Merchants Bank) to the Fidelity investment account. It is being held in a money market fund pending investment. Meg Streeter moved to accept the treasurer's report, Karina Martin seconded, all approved.

Preliminary Budget Discussion (2015-2016): The trustees reviewed the proposed budget and decided they needed more time. A second review was scheduled for Thursday, November 13, 2014 at 6 p.m.

Librarian's Report: Circulation – 1604, Attendance – 1426, Website Visits – 9929, Computer Usage – 201

- 5 blood pressure monitors from the VT Department of Health will be delivered in mid-December. The library will be responsible for some of the promotion of the project and reporting circulation statistics.
- Adult Book Club met October 25th with only two in attendance. The November selection is *Pilgrim's Wilderness* and the discussion is scheduled for November 19th, hopefully a more popular selection.
- Friends of the Library hosted a slate painting event in Memorial Hall on October 15th, 20 in attendance.
- Another session of "The Vermont Movie" was shown on October 25th with 14 in attendance. The movie scheduled on November 1st did not go as well with only 7 in attendance. Based on that attendance it was decided to reschedule the November 8th showing to Friday, November 15th at which time we will raffle off the slates donated by Jim McGrath and Anne Kanter-Kellet.
- Louis Clark and Allison attended the Trustees Conference "Money Matters" on November 1st. Both concurred that the most interesting part of the conference was their keynote speaker Andrew Roskill and information they gleaned from other library trustees from around Vermont.
- Allison attended her third core class, collection development, in Ludlow.
- Second impact survey is completed.
- It is statistics time again.

Youth Services Librarian's Report: Total Programs – 8. Total Attendees – 235 children, 119 teens and 197 adults = 514 attendees.

- Potluck Luncheon and end of season Story Walk well attended.

- Story Hour group went “Trick or Treating” to local business which was a huge success. Thank you Friends of the Library!
- Attended Young Adult program on September 19th.
- Summer Reading Statistics: 39 children were enrolled, 14 participated. 8 teens were enrolled. 27 children/family programs with 1,056 attendees. 12 teen programs with 223 attendees.
- Upcoming events: Santa’s Workshop scheduled for December 15th from 3-5p.m. Once again WINGS program from TVES will be sponsoring tables along with our Friends of the Library.

Security Discussion: The board reviewed Swan Electric’s estimates for security alarm and surveillance cameras. Carolyn Palmer moved that we accept his quote of August 7, 2014 for a burglar alarm and surveillance system, Louis Clark seconded, all approved.

Strategic Planning/Fundraising discussion: The trustees agreed to table said discussion until January or February.

Meeting ended at 7:20 p.m.

December Board Meeting - Tuesday, December 9, 2014 at 6 p.m.