

Pettee Memorial Library Board of Trustees Meeting

Minutes for November 12, 2015

Present: Carolyn Palmer, *chair*; Louis Clark, *treasurer*; Meg Streeter, *secretary*, Karina Martin, Amy Swanson and library personnel: Allison Maynard (and Helena Queenie near the end)

Meeting called to order at 6:00 p.m.

Secretary's Report: Minutes for October 13, 2015 were approved and accepted.

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

Cash available as of October 31, 2015: General Fund Checking - \$38,594.86; Revitalization Fund Checking -\$66,175.98; Boyd Fund Checking - \$22,964.67 **Total Cash Available - \$127,735.51** Friends of the Library - \$4,909.65, Grants -494.47; Endowment Funds - \$89,140.65, General Fund -\$33,190.74 **Total Cash Available - \$127,735.51.** Meg moved to accept the treasurer's report, Karina seconded and so voted.

Louis presented an overview of the first 4 months of the FY 16 budget - all categories of spending are in line with the exception of the program line item where nearly 50% of the budgeted funds have been expended. Allison said she would be watching spending and intending to use only the budgeted amount. Meg asked about the plan for the \$8,000 that the Friends had requested from the 1% option tax fund; trustees reported that to date they have only approved money to use for a sandwich board sign. Meg moved, 2nd by Carolyn, that the trustees decline the funds. Discussion about the issue and the motion failed - yes, Meg and Carolyn; no, Louis, Karina and Amy.

Librarian's Report:

Circulation: 1710

Attendance: 1525

Website Visits: 11396

ILLs: 1 sent/40 borrowed

Computer usage: 222

One Click: 0 new/42 circs +

We received \$394.47 from the Ashgate Publishing Company toward our digitization project. Since they were purchased by another company, this will be the last time that Ashgate administers grants to Vermont libraries. We are so lucky to have requested a grant in time!

I have finished compiling our annual statistics and we did very well over the past year (Nov 14-Oct 15): Attendance was up more than two thousand people. We had 10,000 more views to our webpage over the year prior. We doubled the number of users of e-books. We circulated about 4600 more physical materials this year. We held more programs this summer and those programs ended up being more successful than planned

Youth Services Librarian's Report: Total # of juvenile programs: 7

Total # of attendees: 66 kids & 53 adults = 119 attendees

Halloween trick-or-tricking -- We had a great turn out of families until we ran out of candy.

StoryWalks @ Molly Stark State Park finished up with a good turn out on Columbus Day picnic.

Thursday story time continues for the local day care center.

Family and Teen movie showings will start up after soccer season

Santa's Workshop Weds 12/16 @ Memorial Hall TBA

Allison discussed her work with an accurate inventory. Carolyn moved and 2nd by Amy that the downstairs collection inventory be completed within one month. So voted. Allison presented information about a courier service being offered by the Dept of Libraries. Karina moved to decline the service's trial at present, 2nd by Meg and so voted.

Allison also presented the mission statement proposed by the Strategic Planning steering committee: "*Pettee Memorial Library: a welcoming place creating, supporting, and engaging our community of life-long learners*". Carolyn moved to accept the new mission statement, 2nd by Louis and so voted.

Budget discussion for FY17 followed. Special budget session will occur November 16, 6 PM at the library.

Meg moved to adjourn at 7:57 PM, 2nd by Karina and so voted.

Next regular meeting will be Tuesday, December 8th at 6 PM.

Respectfully submitted,

Meg Streeter, Secretary