

**Pettee Memorial Library
Minutes for December 16, 2014**

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

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

Secretary's Report: Minutes for November 11, 2014 and November 13th were emailed to the trustees for their review. Meg Streeter moved to approve the minutes for November 11th as reported and the amended minutes for November 13th, Louis Clark seconded, so voted.

Treasurer's Report: The treasurer presented his report at the meeting. Cash available as of November 30, 2014: General Fund Checking - \$32,896.49, Revitalization Fund Checking - \$42,961.57, Boyd Fund Checking - \$16,571.00, **Total Cash Available - \$92,429.06.** Friends of the Library - \$3,304.64, Endowment Funds - \$59,532.57, General Fund – 29,591.85. **Total Cash Available - \$92,429.06.** Meg Streeter moved to accept the treasurer's report as presented, Carolyn Palmer seconded, all approved.

Librarian's Report: Circulation: 1347 Attendance: 1257 Website Visits: 9095 Computer Usage: 169

- Standards have been completed and submitted.
- Adult Book Club met and discussed *Pilgrim's Wilderness* by Tom Kizzia with six in attendance. On December 17th they will discuss *The Binding Chair* by Kathryn Harrison.
- Louis and Allison attended Selectboard meeting on November 18th.
- Wi-Fi usage has risen significantly.
- Need to re-examine our role as a Z39.50 source. Carolyn Palmer moved to become a Z39.50 source, Meg Streeter seconded, so voted. We were mistakenly identified as not a source.
- Attended a meeting on FiberConnect in Rutland on November 18th with Marty Reid, the state librarian and other librarians from the southern portion of Vermont. Discussed the future of WAN and problem solving for the network.
- The new laptop that we received from the state grant was vandalized the first week it was out for public use. At Louis's suggestion, I made the laptop "check out for in-library use." Patrons will need to supply a card to use it.
- Need to submit our report for the Town Report. The trustees reviewed the Town Report as prepared by Carolyn Palmer with Allison Maynard. Carolyn will submit the Town Report this week.
- Sign painting
- Friends are meeting Monday, December 8th. Eric Sprenger is making doors for the cabinets in the Green Room with money raised by the Friends of the Library.
- **Strategic Planning:**
Allison completed the Edge Assessment. The Strategic Plan was distributed at the meeting. Allison will try to schedule Amy Howlett's talk with us at our January 6, 2015 Board meeting.

Youth Services Librarian's Report: Juvenile Programs: 7 Attendees: 45 children, 24 adults = 69

Story Hour and programs: Story Hour is well attended but no children showed up for the Holiday Crafts the day after Thanksgiving. Consider a different date next year.

Library Duties:

Continue to clean-up and reorganize downstairs. Order and process books as needed. Decorating for Holiday season and updating Facebook with library events.

Events: Santa and Mrs. Claus on Monday December 8th, Santa's Workshop scheduled for December 15th between 3-5 p.m. at Memorial Hall.

Continued 2015-2016 Budget Discussion: Pettee Memorial Library's operating budget for 2016 presented to the Selectboard is \$122,850 with a requested Town Appropriation of \$109,500. Meg Streeter made the motion to approve the budget for 2015-2016 in the amount of \$109,500, Carolyn Palmer seconded, so voted.

At 6:45 Louis Clark moved that we go into Executive Session to discuss a personnel matter, Carolyn Palmer seconded, so voted. At 6:50 we came out of Executive Session. Meg Streeter moved that we award Allison Maynard \$1,200 in appreciation for extraordinary efforts over the past 12 months, Louis Clark seconded, all approved.

Meeting adjourned at 7:00 p.m.

Next Meeting: Tuesday, January 6, 2015, 6.00 p.m.

Respectfully submitted
Ann Ottaviano
Recording secretary