

Pettee Memorial Library Board of Trustees Meeting

Minutes, February 16, 2017

Present: Carolyn Palmer, *chair*; Louis Clark, *treasurer*; Meg Streeter, *secretary*, Amy Swanson, Allison Maynard

Meeting called to order at 6:01 p.m.

Secretary's Report: Minutes for January 10, 2017 were approved moved by Amy, 2nd by Louis and so voted.

Treasurer's Report: Louis presented his report as follows:

Cash available as of 1/31/2017: General Fund Checking:\$9,756.41; Revitalization Fund Checking :\$53,568.88 **Total Cash Available - \$63,325.29** Friends of the Library:\$4,512.40, Grants: \$444.47; Endowment Funds:\$53,568.99, General Fund:\$4,799.54 **Total Cash Available - \$63,325.29** Meg moved to accept the treasurer's report, Amy seconded and so voted.

Allison said that the Bay State Elevator lift service repairman has gotten the lift operating - he says we need a repair to the motor as well as a new circuit board for the control panel (discussed at the last meeting). Bay State billing will forgive one invoice since the last repair did not work!

Librarian's Report: The written report is incorporated herein by reference. Allison reported that she asked the Friends to pay for a subscription to Novelist for year 2 (\$900 cost) and they agreed. Novelist allows library patrons, using their bar code number, to obtain extensive suggestions and reviews. We will do publicizing of this valuable service.

Youth Services Librarian's Report: The written report is incorporated herein by reference. Helen will be out for two weeks and Angela Yakovleff, a wonderful volunteer, is available to conduct story hours during that time. The board agreed with Allison's proposal to hire Angela for no more than 5 hours per week, at \$14/hour, during the two week period.

6:40 Meg moved to enter executive session to discuss personnel evaluations, to include Allison, 2nd by Amy and so voted. 7:48 out of executive session.

7:49 PM meeting adjourned.

Next meeting will be March 14, 2017 at 6 PM at the library.

Respectfully submitted,

Meg Streeter, Secretary