

Pettee Memorial Library
Minutes of Trustee Meeting
March 10, 2015

Attendees: Trustees: Carolyn Palmer, Karina Martin, Amy Swanson and Library Personnel: Allison Maynard and Helena Queenie

*Meeting called to order at 5:03 PM

*Allison added Common Ground and DRB hearing notice to the agenda

*The board members welcomed Amy Swanson to the board of Trustees – always good to add a new voice with different perspectives for a well- rounded approach to the future and growth of the library.

*The following officers were appointed and approved by all in attendance: Carolyn Palmer as Chair, Louis Clark as Treasurer and Meg Streeter as Secretary. It was decided to leave our regularly scheduled meetings on the second Tuesday of every month at 6:00 PM at the library.

* The Secretary's report for the February 10th meeting had been emailed to all trustees. Carolyn moved and Karina seconded the approval of that report as written. All in favor.

* The Treasurer's report was handed out at the meeting, summary as follows:

Cash Available as of February 28, 2015:

General Fund Checking	\$7501.95
Revitalization Fund Checking	42982.86
Boyd Fund Checking	18044.06
Total Cash Available:	\$68528.87
Friends of the Library	\$2975.64
Endowment Funds	61026.92
General Fund	4526.31
Total	\$68528.87

Carolyn moved and Amy seconded the approval of the report. All in favor.

* The Librarian's report had been emailed to all trustees prior to the meeting.

February Statistics:

Circulation: 1537	Attendance: 1012
Website Visits: 8059	ILLs 3 sent/15 borrowed
Computer Usage: 140	One Click: 1 new/15 circs

We discussed the security camera situation as well as motion sensor lights. Inexpensive options will be investigated as well as Swan's estimate. The issue re: audio books are being worked upon, we may have to change vendors.

Eric Sprenger finished the doors for the shelving in the meeting room. They look beautiful.
Allison will be filling the shelves again in the next week.
Allison is creating bequest information for the website.

* The Youth Services Librarian's report had been emailed to all trustees prior to the meeting.

February Statistics:

Total # of juvenile programs: 7, 26 kids and 12 adults for a total of 38 attendees

Total # of teen programs: 1, 3 teens and 3 adults for a total of 6 attendees

Helena mentioned that weather wreaked havoc with the programs during February, but she is happy to have the Community Base Teen group returning to the library.

*Re: Common Ground – Libraries are having a role in improving health outcomes. This may be feasible for Pettee if there is a health center in the proposed Community Center building. We are located a short walk away, or we could have a satellite in the Community Center.

*Re: DRB hearing notice regarding the Lawrence building – although we cannot foresee issues, Carolyn will attend the meeting to represent the library's concerns should an issue arise.

* Discussion re: Strategic Planning groups to be formed. Carolyn updated Amy on the process. We discussed potential members for both the steering committee and the task force. Allison will develop a project statement for us to use to approach potential members and we will firm up the names at our next meeting in April.

* Next meeting: April 14, 6:00 PM at the library

* Meeting adjourned at 5:58PM