

**Pettee Memorial Library
Board of Trustees Meeting**

Minutes, March 20, 2017

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

Meeting called to order at 6:03 p.m. Items added to the agenda are: coverage for children/youth services in Helena's absence and board reorganization. Meg moved that Carolyn be board chair 2nd by Louis and so voted; Carolyn moved that Louis be treasurer, 2nd by Amy and so voted; Carolyn moved that Meg be secretary, 2nd by Louis and so voted. Official meeting time will continue as 2nd Tuesday of each month, 6 PM at the library's Margaret Greene room.

Secretary's Report: Minutes for February 16, 2016 were approved moved by Louis, 2nd by Amy and so voted.

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

Cash available as of March 19, 2017: General Fund Checking:\$48,667.12; Revitalization Fund Checking: 65,749.83 **Total Cash Available - \$114,416.95** Friends of the Library:\$3,400.40, Grants: \$444.47; Endowment Funds:\$65,749.83, General Fund:\$48,222.25 **Total Cash**

Available-\$114,416.95. Meg moved to accept the treasurer's report, Amy seconded and so voted. Louis mentioned upcoming building maintenance expenses include repair of the front granite steps, repair of the front wall and the elevator circuit board. In his discussion with the town manager, Louis found that the manger feels these items to be town capital expenses. Louis plans to get that in writing.

Librarian's Report: Allison's written report incorporated herein by reference. Mary Jane Finnegan has offered to include the library as a sponsor for the June 24th Jazz series concert at Memorial Hall - this is a great opportunity for us. The board agreed with Allison's proposal to hire Ellie Roden for no more than 5 hours per week at \$14 per hour to run Story Hours during Helena's absence for medical reasons and during Angela Yakovleff's vacation. Helena is doing better and expects to return home soon. We discussed library coverage during Allison's maternity leave-Leanne will be working Mondays and Wednesdays while Jen will cover Tues, Thursday, Friday and Saturday. Volunteers will be asked to cover Sundays. Allison shared "I love the library" comment cards - great idea! Discussion of the updated computer usage policy - Meg moved to adopt with the amended clarification that the library does not use any filtering 2nd by Carolyn and so voted. Discussed scheduling of the Eric Carle museum trip- Allison will follow up with Whitingham librarian to see if they are sharing the cost again. May trip would be best.

7:16 PM meeting adjourned. Next meeting will be April 11, 2017 at 6 PM.

Respectfully submitted,

Meg Streeter, Secretary