

**Pettee Memorial Library
Board of Trustees Meeting
16 South Main Street, Wilmington, 6 PM**

Minutes, April 11, 2017

Present: Carolyn Palmer, *chair*, Meg Streeter, *secretary*, Karina Martin, Amy Swanson, Allison Maynard.

Meeting called to order at 6:02 PM

Agenda was amended to add an executive session about personnel at the end of the agenda.

Secretary's Report: Minutes for March 20, 2017 were approved moved by Karina, 2nd by Amy and so voted.

Treasurer's Report: Louis was absent and Allison presented his prepared report as follows: Cash available as of 3/31/2017: General Fund Checking: \$45,086.10; Revitalization Fund Checking:\$67,083.99 **Total Cash Available - \$112,170.09** Friends of the Library:\$3,430.40, Grants: \$444.47; Endowment Funds:\$67,083.99, General Fund:\$41,211.23 **Total Cash Available - \$112,170.09.** Meg moved to accept the treasurer's report, Amy seconded and so voted.

Librarian's Report: Allison's written report incorporated herein by reference. Board discussed the disappointing decline in book circulation, much of which is related to the Monday story hour being held offsite at St. Mary's vestry and parents/children not being in the library. (Thursday story hour is open to all and is held in the library). Attendance at Monday story hour has also been dwindling. The Board agreed with Allison's recommendation that story hour will resume at the library starting Monday April 17th at 10:45 A.M. If attendance increases, Allison will review. Allison presented revised personnel policies for review. There was discussion with more to do at the next meeting. Allison has reached out to Helena for an update on her medical leave and return to work.

6:55 Meg moved to enter executive session to discuss personnel, to include Allison, 2nd by Amy and so voted. 7:23 out of executive session. Meg moved to have the Board send Helena a letter inquiring about her medical leave, 2nd by Amy and so voted.

7:24 meeting adjourned.

Next meeting will be May 9, 2017 at 6 PM.

Respectfully submitted,

Meg Streeter, Secretary