

# **Pettee Memorial Library Board of Trustees Meeting**

**Minutes for May 9, 2017**

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

Meeting called to order at 6:04 p.m. Addition to the agenda for end of meeting: executive session for evaluation of employee

**Secretary's Report:** Minutes for meeting of April 11, 2017 were approved moved by Meg, 2nd by Karina and so voted, 4-0 with Louis abstaining due to absence on April 11.

**Treasurer's Report:** Louis presented his report as follows:  
Cash available as of April 30, 2017: General Fund Checking:\$38,502.07; Revitalization Fund Checking :\$67,096.86.15 **Total Cash Available - \$105,598.93** Friends of the Library:\$3,435.40, Grants: \$644.47; Endowment Funds:\$67,096.86, General Fund:\$34,422.20 **Total Cash Available - \$105,598.93.** Meg moved to accept the treasurer's report, Karina seconded and so voted.Louis reported that our spending is on track with two months left in the fiscal year.

Allison reported that Richard Hawes, mason, recommended that the remainder of the foundation be cleaned, repointed as needed, and new drainage be installed (hand digging with crushed stone supplied by the town) to keep the foundation in good condition. Board asked Allison to get a written proposal and estimate for the work to be decided upon at the June meeting. John Guminak, designer, has finished his computer drawings of the existing building space and asked if we wanted him to finish the project to show space available if we decide to change room arrangement (for example - moving the children's area upstairs, change the arrangement of the circulation room, move adult stacks downstairs). Yes, board would like that to be finished. Allison has given the Friends of the Library her wish list for some additional resources for a graphic novel subscription. The annual Eric Carle trip may not happen due to scheduling difficulties - Amy will continue to try to make it work so that the current 2nd grade can have this experience which the school and board think is very worthwhile.

**Librarian's Report:** written report incorporated herein by reference. Allison mentioned upcoming programs - first of which is Jon Katz at Memorial Hall, co-sponsored with Bartlebys Books, followed by benefit concert June 24 as part of Twice Blessed summer jazz series.

**Youth Services Librarian's Report:** report incorporated herein by reference. Helena has returned to work on a limited basis. Story hours are being held at the library with the possibility of story walks at Molly Stark State Park in the summer if that works for the park ranger.

7:30 Meg moved to enter executive session to discuss employee performance, to include Allison, 2nd by Karina and so voted. 8:01 out of executive session

8:02 meeting adjourned.

Next meeting will be June 13th, 6:00 PM at the library

Respectfully submitted,

Meg Streeter, Secretary