

Pettee Memorial Library Board Meeting Minutes
June 13, 2017 6 PM

Present: Carolyn Palmer, President; Louis Clark, Treasurer; Amy Swanson, Meg Streeter, Secretary, Jennifer Razee

Carolyn called the meeting to order at 6:01. Additions to the agenda: Carolyn added report from Youth Services librarian which was emailed to the board.

Secretary's Report: Louis moved to accept minutes May 9th, seconded by Carolyn and so voted. Minutes of June 6th emergency meeting were corrected to read that Helena's resignation was effective immediately on the date her resignation was given: June 2nd. Louis moved to accept minutes as corrected 2nd by Carolyn and so voted.

Treasurer's Report: Louis noted that the budget is all over the place. We are over budget in maintenance category and phone (e rate payments not in yet) but expect to end the fiscal year in the black.

Report as of June 12, 2017: Cash available: \$17,274.14; Revitalization Fund checking: \$67,83.00; Total Cash Available: \$84,358.13; Friends of the Library \$3,442.40; Unexpended Grants \$644.27; Endowment Funds \$67,083.99; General Fund \$13,187.47 Total Cash Available \$84,358.13. Meg moved, Carolyn 2nd and so voted.

Librarian's report: Librarian's report is incorporated herein by reference. Jennifer said she and Helena have not met yetHelena said she would not be training anyone for Story Walks but would share information about the summer reading program and will meet with Jennifer within the next few days. Jennifer will seek out information from other area librarians about the story walk and contact Molly Stark State Park to see if they want to participate in the program. The Eric Carle trip was a success - May 25th turned out to be the good day - thank you Amy Swanson for making this wonderful event happen! Discussion of work being done - thanks to Jennifer and Leanne for helping in many areas as needed.

Carolyn distributed copies of 2 draft youth services librarian job descriptions so that we can amend/review then email changes to Carolyn for discussion at July meeting.

Respectfully submitted,

Meg Streeter, Secretary