

**Pettee Memorial Library
Board of Trustee's
Minutes of June 14, 2016 Meeting**

Present: Carolyn Palmer, Chair; Louis Clark, Treasurer and acting Secretary; Amy Swanson, Trustee; Karina Martin, Trustee; Allison Maynard, Library Director; Helena Queenie, Youth Services Librarian.

Meeting called to order at 6:04 PM.

Additions to agenda:

None

Public Comments:

None

Secretary's Report:

Reading of the minutes of the May 17 meeting was waived. Carolyn Palmer moved that the minutes be approved as presented. Amy Swanson 2nd. Approved 4-0.

Treasurer's Report:

Cash in General Fund checking	
Operating funds	\$20,177.12
Unexpended Grants	544.47
Friends of the Library	<u>4,636.90</u>
Total General Fund	\$25,358.49
Cash in Revitalization Fund:	\$93,617.24

The Library has received a distribution of \$45,003.81 from the Alice Newton Smith Charitable Remainder Trust. This is in the Revitalization Fund money market account.

Karina Martin moved to accept the Treasurer's report as presented. Amy Swanson 2nd.

Approved 3-0, Clark abstaining.

After discussion Carolyn Palmer moved that the Alice Smith bequest be transferred to the People's Securities account and invested in either mutual funds or exchange traded funds as appropriate. Karina Martin 2nd. Approved 4-0.

Librarian's Report:

The Librarian's report is incorporated by reference.

Karina Martin moved to accept the Librarian's report as presented. Amy Swanson 2nd. Approved 4-0

After discussion Karina Martin moved to authorize the Library Director to engage the Green Mountain Library Consortium's courier service to provide interlibrary loan delivery service with two weekly stops and to discuss with Whitingham Library the possibility of sharing the service. Amy Swanson 2nd. Approved 4-0.

The Library Director presented the preliminary calendar for the Library's summer programs. After revision the Director will distribute the calendar to various outlets and have a supply on hand at the library for patrons.

After discussion of the library's grounds it was determined that the maintenance was beyond the ability of volunteers. Karina Martin moved to authorize the Library Director to hire an individual or firm to clean up and mulch the gardens. Amy Swanson 2nd. Approved 4-0.

The Library Director informed the Board that the library will be circulating sporting equipment provided by Deerfield Valley Youth Sports.

Youth Services Librarian's Report:

The Youth Services Librarian's Report is incorporated by reference.

Karina Martin moved to accept the Youth Services Librarian's report as presented. Amy Swanson 2nd. Approved 4-0.

Carolyn Palmer requested the Youth Services Librarian to report separately the programs held on-site and off-site, with the attendance for each, in the future.

The Youth Services Librarian asked if it would be possible to hire high school students as interns to help with various library functions. After Discussion Karina Martin moved that the Library Director be authorized to hire students as interns on an as-available / as-needed basis at \$9.60 per hour. Amy Swanson 2nd. Approved 4-0.

Next Meeting:

The Library Director reported that there is a conflict for the use of the Library's meeting room on July 12, the date of the next scheduled board meeting. It was agreed to move the July meeting to Tuesday July 19.

There being no further business the meeting was adjourned at 7:31PM, moved by Karina Martin, 2nd by Amy Swanson.

Respectfully submitted,
Louis Clark, Acting Secretary

