

Pettee Memorial Library Board of Trustees Meeting

Minutes for June 9, 2015

Present: Carolyn Palmer, *chair*; Louis Clark, *treasurer*; Meg Streeter, *secretary*, Karina Martin and library personnel: Allison Maynard and Jennifer Razez

Meeting called to order at 6:06 p.m.

Potential Addition of Items to the Agenda: need for rules of procedure and ethics policy

Secretary's Report: Minutes for May 12, 2015 were emailed for review. Louis made the motion to approve the minutes of April 14, Meg seconded and so voted.

Treasurer's Report: Louis presented his report and brought a proposal from People's Bank financial advisor Steve Simmons for three funds to consider. A discussion ensued and it was decided to ask if Steve could suggest some lower fee funds such as Vanguard or Fidelity indexed funds so that our investments will grow faster.

Cash available as of April 30, 2015: General Fund Checking - \$37,068.32; Revitalization Fund Checking -\$89,920.16, Boyd Fund Checking - \$19,460.33 **Total Cash Available - \$146,448.81** Friends of the Library - \$3,323.64, Endowment Funds - \$109,380.49, General Fund -\$33,644.68 **Total Cash Available - \$146,448.81.** Meg moved to accept the treasurer's report, Karina seconded and so voted.

Librarian's Report: Circulation: 1389 Attendance: 1289 Website Visits: 8113

ILLs: 0 sent/23 borrowed Computer usage: 185 One Click: 3 new/ 36 circs + we have not received complete data for the month

- On Tuesday, May 19th, I attended the Vermont Library Conference in Burlington. Scott Bonner, the Library Director in Ferguson, Missouri, was the keynote speaker. I attended a rapid review, a presentation about working with architects and builders, and a session on legal issues for librarians. The legal issue class was very informative. Two lawyers gave well researched answers to pre-submitted questions.
- On Wednesday, May 20th, the Steering Committee met for the first time to discuss the process of strategic planning and the first Task Force meeting.
 - Since that meeting, I've been busy getting the materials together to provide to the Task Force, collaborating with Amy Howlett on the presentation, and getting the food together (let's face it-the most important part!). The Village Roost will be providing salads and sandwiches for the hungry participants.
- The first Task Force meeting is this Wednesday, June 10th at 5 PM at Memorial Hall. I look forward to hearing what the community really thinks of us! The Steering Committee set the date for the second Task Force meeting to be August 12th at 5 PM at Memorial Hall

- I went to Berlin on May 14th to present on my experiences at the ARSL conference last fall. There is an archived copy of the presentation online if anyone is interested.

Youth Services Librarian's Report: Total programs: 11

Total attendees: 397 kids & 47 teens & 236 adults = 680 attendees

- DCF Luncheon was a success with both students and teachers. They are excited for the new list of books to come in and start reading.
- Junie B Jones Bus came to TVES and was a hit. They did a performance for the school and was able to get a class photo taken with Junie B Jones and cast.
- So. VT Natural History Museum and April Horton (Face painting) was at Fiddlehead Block Party for the library. Many visitors and locals enjoyed the birds and reptiles as well as getting their arm/face painted. Folks were thankful to have something to do besides eat and music at the block party.
- Teddy Bear Tea was well attended. Connected with many families and provided story time information and library hours at the resource table.

Discussion of ongoing activity at the library and a suggestion from the board that attendees at events actually at the library be counted. The Teddy Bear Tea is held at the elementary school and Allison commented that event is a good outreach for the children's librarian to attend-.

The board agreed that Allison should contact Swan Electric to install the necessary safety lights on the exit signs and also motion detector lighting at the Beaver Street entrance.

Allison said that plans are all set for the first strategic planning task force meeting at Memorial Hall on Wednesday June 10th and she will be in touch with the steering committee as to when a followup meeting will occur.

Staff and board discussed ideas about items that the library could feasible purchase and loan out and look forward to feedback from the task force on this and other matters.

Next Meeting: will be Wednesday July 15th at **6:00** p.m. rather than normally scheduled date of Tuesday July 14th.

Meeting adjourned at 7:22 p.m. (moved by Meg, seconded Karina and so voted)

Respectfully submitted,

Meg Streeter, Secretary