

Pettee Memorial Library Board of Trustees Meeting

Minutes for August 13, 2015

Present: Carolyn Palmer, *chair*; Louis Clark, *treasurer*; Meg Streeter, *secretary*, Karina Martin, Amy Swanson and director Allison Maynard. public: Patrick Schiappa

Meeting called to order at 6:00 p.m.

Potential Addition of Items to the Agenda: added article about Friends of the Library previously emailed by Allison

Secretary's Report: Minutes for July 15, 2015 were emailed for review. Louis moved to accept, 2nd by Karina and so voted.

Treasurer's Report: Louis presented his report for review and discussion and mentioned that the Friends group had made \$777.10 on their book sale.

Cash available as of July 31, 2015: General Fund Checking - \$9,759.46; Revitalization Fund Checking -\$91,507.14, Boyd Fund Checking - \$21,548.45 **Total Cash Available - \$122,815.05** Friends of the Library - \$4,847.65, Grants: \$100.00 Endowment Funds - \$113,055.59, General Fund -\$4,831.81 **Total Cash Available: \$122,815.05** Meg moved to accept the treasurer's report, Carolyn seconded and so voted.

Librarian's Report: Circulation: 2252 Attendance: 1998 Website Visits: 11641 ILLs: 0 sent/43 borrowed Computer usage: 234 One Click: 3 new/ 51 circs

- The Laura Stevenson Book Launch event on July 14th was a complete success! We had 84 people attend the delightful reading and book discussion.
- The Steering Committee met on Tuesday July 21 to discuss the results of the first Task Force meeting, the plans for the second meeting, and set three service responses that Amy will bring to the second Task Force meeting. The three responses we put forth were:
 - Satisfy curiosity and make informed decisions
 - Early Literacy-Create and encourage young readers
 - Stimulate imagination with a focus on diversity
- The Task Force will be meeting on the 12th for the second and last time. They will be discussing their take on the service responses and some of the results of the staff meeting.

- The Library has been really busy all month, especially on those especially hot days. We should think about a better way to air condition the library for next summer.
- Attendance, computer use, and circulation were way up compared to July 2014.

Allison also reported that she has applied for an Ashcraft grant to digitize the historical binder material in the Margaret Greene room. Further, the staff retreat that was held online with the regional librarian directing the strategic planning group meetings decided that the following areas are of greatest importance to them as staff: **the community connection, technology assistance and directly working with patrons. They aspire to continue and expand children's programming, figure out how to use our library space aggressively, and expand library connection with other community groups.**

**Youth Services Librarian's Report: Total programs: 17
Total attendees: 624 kids & 73 teens & 491 adults = 876 attendees which included 2 Village Strolls in which the library participated.**

- It has been an awesome month for Summer Reading events. The Village Strolls have been well attended.
- Art in the Village Stroll -- was once again well attended. Due to threat of weather, I moved to the Memorial Hall lawn so we could move into the hall if need be. Charlene of Serenity Circles was there the full 3 hours and topped it off with fire hooping. I also had a photo booth with hats and costumes which was a hit. For this stroll it worked being on Main Street and folks left and came back for the finale program.
- StoryWalks® have been well attended. There are new families each week and new activities.
- Teen and Family movie had a good turnout. Next summer we hope to be back on Thursday nights due to dinner crowds and difficulty with parking. Wednesday Night at the Park had a great turn out with different guests

Allison presented a slide update about the most recent (August 12) strategic planning group meeting - good turnout and interesting discussions for the 2nd and final meeting. Next step is that the Steering Committee will meet decide how to produce three final narrative reports: one for trustees, staff and the public. Brief discussion of some housekeeping and staff work schedules.

Everyone agreed that the summer months at the library have been especially busy - trustees are grateful for the staff's hard work.

Next Meeting: regular 2nd Tuesday of September, September 8th, at the library

Meeting adjourned at 7:25 p.m. (moved by Meg, seconded Amy and so voted)

Respectfully submitted,

Meg Streeter, Secretary