

Pettee Memorial Library
Minutes for August 13, 2013

Present: Carolyn Palmer, *chair*; Louis Clark, *treasurer*; Ann Ottaviano, *recording secretary*; Meg Streeter, Allison Smith, *librarian*; Harriette Hamilton, *assistant librarian* and Helena Queenie, *children's librarian*.

The meeting convened at 6 p.m.

Secretary's Report: The minutes for July 9, 2013 were emailed to the trustees for their review. Meg Streeter moved to approve the secretary's report for July 9, 2013, Carolyn Palmer seconded, so voted.

Treasurer's Report: The Treasurer's Report as of July 31, 2013 was emailed to the trustees for their consideration:

1. Cash available as of 12 August 2013:

General Fund Checking	\$69,718.82
Revitalization Fund Checking	8,899.28
Boyd Fund Checking	23,583.88
Total Cash Available	<u>\$102,201.98</u>
Program Matching Funds	\$7,000.00
Reserve for Roof Replacement	35,697.50
Friends of the Library	1,443.63
Boyd Fund	23,583.98
Unrestricted Funds	34,476.87
Total	<u>\$102,201.98</u>

2. We received \$7,000 from the Town for program matching funds.

3. We have received \$425 in memory of Franklin Reeve.

4. We have liquidated our investment account at SEI (through Peoples Securities). \$70,000 was placed in the operating account as a reserve for roof replacement. The balance (approximately \$30,000) was placed in an investment account at Peoples Securities.

5. We have signed a contract for \$65,645.00 with Doxsee Roofing LLC for the roof replacement. The difference between the original bid of \$61,371.00 and the contract price is due to the change in item #5 of the bid from 'Install ice and water shield 6 up roof at roof edges and 6 wide in valley areas' to 'Install ice and water shield over the entire roof area'. As per the contract we have made a down payment of 50% (\$32,822.50).

6. Jim Weisner repaired the chimney at a cost of \$1,480. This has been charged against the roof replacement.

7. The roof replacement reserve balance is as follows:

Amount set aside	\$70,000.00
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Doxsee Roofing 50% down payment	(32,822.50)
Jim Weisner chimney repair	(1,480.00)
Balance	<u>\$35,697.50</u>

Carolyn Palmer made the motion to accept the treasurer's report, Meg Streeter seconded, all approved.

Librarian's Report:

Programs: The Agatha Christie event on August 16th went very well with 45 attendees. The Adult Book Club's meeting ("The Hunger Games") was poorly attended. Next month's selection is "While I Was Gone" and the discussion date has been changed to Monday, August 19th.

Workshops: Helena and Allison attended a seminar on "Grant Writing Basics". Allison will be investigating grants for digitization of the Margaret Greene binders and other historical town documents that we have in the library. Helena and Allison will be attending a series of webinars about technology starting on Tuesday, August 13th. The trustees have encouraged Allison to apply for a scholarship to the Association of Rural and Small Library Conference that is taking place in September. There are seminars specifically for new librarians with a focus on how to get the most out of your little library.

Other Business: The new intern, Justin, started on August 8th. He is here from 1-4 on Thursdays and Fridays and will help patrons with their electronic problems. Sover.net has hooked us up to fiberoptic. As soon as they inform the State, Kevin Nadzam will come down to set us up. It was suggested that we purchase any new computers before the switch-over so that we do not have to be set up twice.

Friends of the Library: The Friends made about \$100 from donations and refreshments at the Agatha Christie event. They plan on hosting a book sale over Labor Day weekend at the Flea Market. It will be Saturday, August 31st from 8 a.m. – 3 p.m. They will accept donations from the trustees and library staff. They will not solicit books from the patrons or the public until next summer.

Children's Librarian Report:

Story Hour and Programs: Helena teamed up with Ranger's Steven and Joy Cotton at Molly Stark Park, the summer WINGS program and both the Elementary and Middle School REC programs. Thus far we provided 30 summer programs for local and visiting families. Fantastic job Helena! There were story walks at Molly Stark Park, stories and activities on the library's front lawn and our second annual Blueberry Pancake Breakfast. Thank you Carolyn Palmer and Carl Boyd for donating the maple syrup for our pancakes. Many thanks to Jennifer Fitzgerald and Jeannette Boos for flipping pancakes and Brittany's Books for an additional blueberry story.

Our big success this summer was bringing more area middle school children to the library for our programs. The theme for Middle School REC was "Mysteries". At the Police Station we had a mock search for a dog with Police Officer Brewer and a Mystery Murder Event put on by the TVHS Drama Club where students had to solve "Who Done It?". Another highlight of the summer

was “There Be Buried Treasure” performed by the Rutland High School Summer Encore Theatre group on July 26th. We thank the Friends of the Library for dressing up as pirates and providing refreshments for this event. Our contribution to the Blueberry Block Party was “Drum to the Beat” with Otha Day. An event enjoyed by all ages.

Library Duties: The Summer Reading Program was a success, many thanks to staff and Friends of the Library for soliciting prizes to award all age groups of readers. Four teenage volunteers helped with shelving books during the summer; thank you, Ellen, Cordell, Amber and Hannah. Helena continues to work at the circulation desk as well as cataloging and processing DVDs and books as needed. Helena looks forward to finding grants to help with youth programs and collections.

Old Business: Jim Weisner has repaired the chimney and work should begin on our slate roof before the end of August. Our new HD projector is on the way and Allison and Helena will purchase a new viewing screen. The Mo Jazz concert will take place October 11th between 8-10 p.m. We will ask Mary Jane Finnegan what would be appropriate fare for the event and our responsibilities for the evening.

New Business: The trustees reviewed four applications for the vacant position on the board and will forward their recommendation to the selectboard. The library will be closed Saturday, September 21st for Franklin Reeve’s memorial service.

Next Meeting: We will meet Tuesday, September 10th at 6 p.m. at the library.

Meeting adjourned at 7 p.m.

Respectfully submitted,
Ann Ottaviano
Recording secretary