

**Pettee Memorial Library
Minutes for December 11, 2013**

Present: Franklin Reeve, *chair*; Louis Clark, *treasurer*; Ann Ottaviano, *recording secretary*; Carolyn Palmer, Meg Streeter, Amity DeAngelis, *librarian* and Helena Queenie, *children's librarian*..

Meeting was called to order at 3.00 p.m.

Secretary's Report: The minutes for November 13, 2012 were emailed to the trustees for their approval or corrections.

Franklin Reeve made the motion to approve the minutes of November 13, 2012, Louis Clark seconded, so voted.

The Board asked our librarian and children's librarian for brief reports so that most of our time is spent on the budget.

Librarian's Report:

Building Maintenance: The outdoor lights have been replaced. Fred Skwirut has finished installing the side door including weather-stripping. Having trouble with the lights in the elevator, have not heard back from Bay State. Toilet vent and hot water heater are being checked by Lane Plumbing this week. Our chimney will be inspected for repair needs by Jim Weisner or Shane Arsenault.

Fiber Connect: Kevin Nadzam from DOL and Brian from SoverNet came and made plans for installing the Fiber Connect equipment. Plans will be emailed to me, which will then need approval from the Town Manager. We need to hire an outside contractor at our expense to run two data lines, mount hardware shelving, etc. Other equipment will be covered by DOL and will include two wireless access points, one on each floor. We will have the ability to set up one secure network for staff to use with a password and one open network for patrons if we desire.

Miscellaneous: Our Annual Public Report and Standards Application has been completed and submitted to the Department of Libraries.

The Board approved a half day off on Christmas Eve.

Children's Librarian Report:

Story Hour and Programs: Number of programs – 12, number of attendees – 83 children and 65 adults. Our DCF Book Club is growing but the Teen Book Club is struggling. Our half day programs are a huge success. Our next half day event will be Wednesday, December 12th for our Santa's Workshop. This event is sponsored by the library, WINGS at DVES and Friends of Pettee Memorial Library.

Library Duties: I spend Friday's at the front desk learning "quick fixes" such as spine labels or computer corrections. We are checking patron's personal information and making updates.

We discussed the budget for the remainder of the meeting. Since inquiries were made we decided to recess until Thursday at 7:30 p.m. when we should have answers to said questions.

We recessed at 5:15 p.m.

We reconvened Thursday, December 13, 2012 at 7:30 p.m. to complete our budget discussion. After the budget issues were resolved, Franklin Reeve moved that we go into Executive Session at 7:45 p.m. We came out of Executive Session at 8:50 p.m.

Next Meeting: January 8, 2013 at 4 p.m.

Respectfully Submitted,
Ann Ottaviano
Recording secretary