

**Pettee Memorial Library  
Minutes for February 14, 2012**

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

**Secretary's Report:** The minutes for January 10, 2012 were emailed to the trustees for their corrections or approval.

**Treasurer's Report:** The treasurer's report was emailed to the trustees for their consideration.

**1. Account balances as of January 31, 2012:**

|                                |                      |
|--------------------------------|----------------------|
| <u>General Fund cash</u>       | <u>\$ 3,247.47</u>   |
| <b>Endowment Funds:</b>        |                      |
| <b>General Endowment:</b>      |                      |
| Cash                           | \$ 16,334.48         |
| Investments                    | 74,085.52            |
| Due from General Fund          | 5,250.00             |
| <b>Total General Endowment</b> | <u>95,670.00</u>     |
| <b>Pool Bequest:</b>           |                      |
| Cash                           | 4,382.36             |
| Investments                    | 20,520.17            |
| <b>Total Pool Bequest</b>      | <u>24,902.53</u>     |
| <b>Willard Fund:</b>           |                      |
| Cash                           | (519.79)             |
| Investments                    | 13,680.12            |
| <b>Total Willard Fund</b>      | <u>13,160.33</u>     |
| <b>Boyd Fund:</b>              |                      |
| Cash - Merchants               | 21,814.92            |
| <b>Total Endowment Funds</b>   | <u>\$ 155,547.78</u> |

**2. \$7,000 was transferred from General Endowment to the General Fund on February 2 to cover expenses until receipt of the Town appropriation expected in March**

Franklin Reeve made the motion to approve the minutes for January 10, 2012 and the treasurer's report for January 31, 2012, Carolyn Palmer seconded, all approved.

**Librarian's Report**

**New Services:**

- Created new website, transferred web address from Town of Wilmington website to our new website.
- Signed up for free email newsletter service. We can send 2000 emails per month.
- Set up Follett Destiny to send weekly overdue letters via email.
- Installed free parental control software on downstairs computer in Children's Room.
- Set up account with Talking about Books and scheduled adult book discussions for year.
- Will be scheduling adult basic computer training.

**New Procedures:**

- Set up budget spreadsheet on circulation computer for library staff to track purchases and balances.
- Made up a *Volunteer Application*.
- Subscribed to Library Journal
- Sent overdue notices and bills.

**Collection Development:** Has borrowed *Fiction Core Collection* from DOL to help round out our adult fiction collection. Has downloaded DOL's Vermont History Bare Bones list. Amity will be analyzing the collection for areas that are lacking.

**Future Service:** The Board consented to the purchase of Recorded Books, a one-click downloadable audio book service by the DOL. Price \$450 per year.

**Friends of the Library:** The trustees will look into said groups at other libraries and decide at our next meeting if this is a good fit for Pettee Memorial Library.

**Maintenance:**

- New counter for front entrance was installed by Brandon
- Lock for side door was repaired by Mike Redin as a donation.
- Installed updates on all patron computers.

**Miscellaneous:**

- Lori Andrew is a new volunteer.
- Harriette reports that Saturdays continue to be busy with the changed hours.
- Board approved that Helena be paid for extra hours when conducting several programs in one week.

The trustees granted Leslie Klein permission to use photographs and history of Pettee Memorial Library for her book about small town libraries in New England. The Board also approved a transfer of \$500. from the computer budget for supplies and a few mp3 players.

**Children's Librarian Report**

**Story Hour and Programs:** Story Hour continues to meet at 10:30AM on Mondays. The third Annual Valentine's Day Hunt was well attended. The children enjoyed making personalized frames for their photos. Many thanks to volunteers Ellie Rodin and Brittany for reading to the children. Community Base Program is early Monday mornings which the students enjoy. Helena has an on-going "Arts and Crafts Table" on Mondays for the home-schoolers.

The library offers "special afternoon workshops" for children on the 2<sup>nd</sup> Wednesday of the month. The dates are scheduled half days for DVES. A "Teen Book Talk" is scheduled for the third Friday of each month. We hope to reach out to the middle and high school students with this program. On February 27<sup>th</sup>, local author Laura Stevenson will present a "Beatrix Potter" program.

**Library Duties:** Helena will be setting up a display for "Black History Month". The Young Adult section is growing with new and donated books added to the collection. Bartleby's has donated books for door prizes for various programs. Helena will be attending a summer reading program workshop in Montpelier in March.

**New Business:** Carolyn Palmer brought us up to date on the Fiber Connect Program. It is still scheduled for a 2013 installation. We will be signing a contract with Sovernet for said program.

Meeting adjourned at 5:50PM

**Town Meeting – March 6, 2012**

**Next Library Meeting – Tuesday, March 13<sup>th</sup> at 4PM**

Respectfully submitted,  
Ann G. Ottaviano  
Recording secretary