

**Pettee Memorial Library**

**Minutes for February 5, 2013**

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

**Secretary's Report:** Minutes for January 8, 2013 were emailed to the trustees for their approval or corrections. Meg Streeter moved to approve said minutes, Carolyn Palmer seconded, so voted.

**Treasurer's Report:** Louis Clark emailed the treasurer's report as of January 31, 2013 to the trustees for their review.

**1. Account balances as of January 31, 2013:**

<b>General Fund cash</b>	<b>\$ 29,237.56</b>
<b>Endowment Funds:</b>	
<b>General Endowment:</b>	
Cash – People's United	\$ 12,433.09
Investments	81,870.24
Due from General Fund	1,250.00
<b>Total General Endowment</b>	<b>\$ 95,553.33</b>
<b>Gifts IMO Laurel Fox:</b>	
Gifts Received	850.00
Program Expenditures	(270.00)
<b>Laurel Fox Fund Balance</b>	<b>580.00</b>
<b>Pool Bequest:</b>	
Cash – Peoples United Bank	4,500.37
Investments	22,147.35
<b>Total Pool Bequest</b>	<b>26,647.72</b>
<b>Willard Fund:</b>	
Investments	14,228.42
<b>Boyd Fund:</b>	
Cash - Merchants	20,867.54
<b>Total Endowment Funds</b>	<b>\$ 157,877.01</b>

Carolyn Palmer moved to accept the treasurer's report as of January 31, 2013, Ann Ottaviano seconded, so voted.

**Maintenance:** Louis Clark reported that the front doors installed in 1907 are warped; consequently they cannot be locked properly. They should be replaced. The back door needs to be properly insulated. Fred Skiwurt will be contacted to make said repairs. Steve Adams was in to work on the downstairs office computer to clear incompatible programs from the computer.

**February Programs:** Drum to the Beat- Tuesday, February 19<sup>th</sup> at 1 p.m. Teen Book Club – Mark of Athena by Rick Riordan – February 15<sup>th</sup> at 3 p.m. Book Club for Adults – Falling Angels by Tracy Chevalier on Tuesday, February 19<sup>th</sup> at 6 p.m. February 22<sup>nd</sup> at 6 p.m. – Adventures of Tintin. "Have a Heart " is

the half day program scheduled for Wednesday , February 13<sup>th</sup> at 11:30 – 1:30 at Pettee Memorial Library.

**Children’s Librarian Report:**

**Story Hour and Programs:** Monday, February 4<sup>th</sup> at 10 a.m., “Snowflakes”. February 11<sup>th</sup> –“Valentine’s Day” and February 25<sup>th</sup> – “Chinese New Year”. My goal is to meet the needs of all the children attending our programs. There has been an interest in an afternoon pre-school group. We will now offer “Kidz Crafts and Stories” Mondays at 1:30 p.m. We are back on schedule with the DCF Book Club meeting the first Friday of the month. Dr. Peter Park will be our guest reader for the Valentine’s Day “Have A Heart” program. On Tuesday, February 19<sup>th</sup> the “Drum to the Beat” program will have a drumming circle at Memorial Hall. The drummer is providing over 50 drums and instruments.

**Library Duties:** Our schedule for winter activities has been set and put out for patrons. Press releases and posters are being made and put up as each event nears. I am currently finishing up the second part of “Enhancing Story Time” on-line and incorporating some of their ideas into Story Time. Finally, I applied for the Summer Reading grants from the state of Vermont and I am looking at performers and summer programs to book.

**New Business:** Fiber Connect was installed on Tuesday but it has not been connected to Sover.net at this time. There was a discussion of hours to be worked by the present library staff. Helena will be in charge of alerting the Board of any changes in hours. Franklin Reeve volunteered to write the ad for a new librarian. When the ad is completed, he will email it to the trustees for their approval or suggestions. Louis Clark is going to search for the job description and circulate it among the trustees. Mr. Rice will be contacted to see if he can make a spare key for our lift. We discussed a change of library hours in order to incorporate Sundays into the schedule.

At 5:15 p.m. Franklin Reeve moved that we go into Executive Session to discuss personnel matters, Ann Ottaviano seconded, so voted. We came out of Executive Session at 5:50 p.m., no action taken.

**Next Meeting: March 12, 2013 at 4p.m. at Pettee Memorial Library.**

Respectfully submitted,  
Ann Ottaviano  
Recording Secretary