

**Pettee Memorial Library
Minutes for January 8, 2013**

Present: Louis Clark, *treasurer*; Ann Ottaviano, *recording secretary*; Carolyn Palmer, Meg Streeter, Amity DeAngelis, *librarian*; Harriette Hamilton, *assistant librarian* and Helena Queenie, *children's librarian*. Guest: Therese Lounsbury, *Friends of the Library*

Meeting was called to order at 4.00 p.m., Carolyn Palmer presiding.

Secretary's Report: The amended minutes for December 11, 2012 were emailed to the trustees for their approval or corrections. Meg Streeter moved to approve the minutes, Carolyn Palmer seconded, so voted.

Treasurer's Report: Louis Clark met with the select -board and was told to move ahead with replacement of the library's roof using our Endowment Fund to pay for it. The Town would repay us over a period of time from a Capitol Fund they would set up for this purpose. Meg Streeter proposed the approval of the budget for the fiscal year 2014 in the amount of \$123,049, Carolyn Palmer seconded, all agreed. Carolyn Palmer proposed we use the Endowment Fund for the roof replacement, Meg Streeter seconded, all approved. Louis is going to work with Scott Murphy on a Request for Proposal for our roof replacement.

Amity DeAngelis petitioned the Board for paid maternity leave and health benefits. She was reminded that when we hired her we told her we were unable to provide health benefits. We are not adding anything to the budget for maternity leave but we will discuss potential work plans from home.

Therese Lounsbury, a member of *Friends of the Library*, informed the Board that the group had elected officers, were working on by-laws, fund raisers and on an "Adopt a Book Program".

Librarian's Report:

Collection: The rearrangement of the adult collection has received positive feedback from patrons on the new location for biography and shelf signs for non-fiction.

Building Maintenance: The outdoor outlet has been installed and the Friends will pay once they have raised the funds. Bay State determined that the wrong voltage light bulbs were being used in the elevator. They will return with a box of correct bulbs, install two and leave the remainder with us. Lane Plumbing has been called to remedy the problems in the bathroom. The roof started leaking yesterday above the book display in the entryway. Brattleboro Roofing came today and cleared the snow and ice from the roof. They recommend we set up automatic snow removal with them.

Advocacy: Amity shared with us some points she learned in *Turning the Page 2.0* advocacy course as well as responsibility and guidelines set by the Vermont Department of Libraries. Board members expressed their views as well relating to Friends of the Library. Louis Clark suggested that Therese Lounsbury might want to speak to Carol Lucas, a Friend of the Dover Library, about their program.

Children's Librarian Report:

Story Hour and Programs: The highlight of the month was our second Annual Santa's Workshop held at Memorial Hall. 10 craft tables, hot lunch, and loads of holiday cheer filled the hall. Our guest reader, Scott Murphy, our Town Manager kicked-off the event. Santa's workshop was organized by the library staff, and co-sponsored by DVES WINGS program and our Friends of the

Library. We give special thanks to McKinley Tree Farm for greens, Mount Snow Chamber of Commerce for tables, the Reardons for white birch logs, Gary De Barbra for transforming the logs into Yule logs and the many volunteers who helped collect supplies and made donations for this wonderful event. Once again Santa and Mrs. Claus visited the library. Each child received a photo of themselves with the couple. Mary Genella was a huge hit with the children and teens. She helped them make holiday cards and tree ornaments. This is a popular program with the boys and the girls.

Library Duties: Many hours were spent on collecting, organizing, and storing supplies for December's events. Helena is currently in the middle of planning our next 3 month calendar. She has been busy cataloging and processing new books and over 65 new DVDs for our collection. She has also completed the first part of an on-line course "Enhancing Story Time" and looks forward to part two this month.

At 5:35p.m. Meg Streeter moved that we go into Executive Session for evaluation of personnel, Carolyn Palmer seconded, so voted. The Executive Session ended at 6:45 p.m.

Next Meeting: Tuesday, February, 5, 2013 at 4 p.m.

Respectfully submitted,
Ann Ottaviano
Recording Secretary