

Pettee Memorial Library
Minutes for March 12, 2013

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

Election of Officers: Meg Streeter moved that we retain the same slate of officers, Carolyn Palmer seconded, all approved. Franklin made a motion to continue meeting the second Tuesday of the month, all agreed, so voted.

Secretary's Report: The minutes for February 5, 2013 were e-mailed to the trustees for their corrections or approval. Meg Streeter moved to approve the minutes for February 5, 2013, Franklin Reeve seconded, so voted.

Treasurer's Report: The treasurer e-mailed the financial statement ending February 28, 2013 to the Board for their consideration.

1. Account balances as of February 28, 2013:

<u>General Fund cash</u>	<u>\$ 13,060.10</u>
Endowment Funds:	
General Endowment:	
Cash – People's United	\$ 12,434.83
Investments	82,417.11
Due from General Fund	<u>1,250.00</u>
Total General Endowment	<u>\$ 96,101.94</u>
Gifts IMO Laurel Fox:	
Gifts Received	850.00
Program Expenditures	<u>(270.00)</u>
Laurel Fox Fund Balance	<u>580.00</u>
Pool Bequest:	
Cash – Peoples United Bank	4,501.31
Investments	<u>22,329.71</u>
Total Pool Bequest	<u>26,831.01</u>
Willard Fund:	
Investments	<u>14,345.57</u>
Boyd Fund:	
Cash - Merchants	<u>20,867.54</u>
Total Endowment Funds	<u>\$ 158,726.06</u>

2. The Friends of the Library raised \$445 from a book sale at Town Meeting, March 5. This has been deposited to the General Fund.

Meg Streeter moved that we accept the treasurer's report as of February 28, 2013, Franklin seconded, so voted.

Other Business:

Meg Streeter proposed that we re-exam our schedule of hours in order to include at least two hours on Sunday. Helena and Harriette will keep track of our busiest hours and get back to us next month with recommendations.

Mr. Gary DeBarba, treasurer for the Friends of the Library, informed the Board that they had raised \$445 from their raffle of three baskets of books and other items at Town Meeting. He had a discussion with us about future fund raising events and putting together a "kitty" in order to have money for supplies for different events. We expressed our appreciation for their help with our children's programs and fund raising.

We received a thank you note from the Historical Society of Wilmington for the donation of the "C. Boyd" bell collection that had been on display at Pettee Memorial Library years ago.

Library Maintenance and Adult Programs Report:

DVD Collection – Juvenile DVD collection has been relocated upstairs. VHS collection remains downstairs.

Upstairs Counter – We are moving the functional upstairs counter downstairs since the majority of patrons use that entrance. Brandon will try to relocate it this week.

Bathroom – Leak was repaired by Lane Plumbing in February.

Elevator – The elevator was repaired after our last meeting. Elevator key is located near Circulation Desk. Emergency key is located in the closet next to the lift.

New Volunteers – Jim Weller and Nicholas shelve books downstairs on Thursdays. Wendy Clark will shelve books as needed when her schedule allows. Hannah Ruhl from middle-school volunteers on Thursdays when her schedule allows.

Adult Programs – Adult Book Club – 2 attendees on 2/19, Knife Skills (Part one of the Cooking Series) – 4 attendees on 3/7.

Librarian's Report:

Story Hour and Programs: Highlights of the month were our Community Drumming event with Otha Day and Edible Fairy Houses with Susan Sweeney. The drumming program was held at Memorial Hall and was a huge success. The children enjoyed making edible feeders and landscape boxes. Many thanks to Susan, Blue Mountain Produce and Shaw's for making this event possible. Families enjoyed the Dr. Seuss' Birthday with a Seuss snack and "Thing" cupcakes. Special thanks to Laura Stevenson for being our guest reader. The DCF Book Club continues to grow and be popular. The Teen Book Club will meet at Beadz Needs on Friday, March 15th to make beaded bookmarks after discussing this month's book. Nine families attended "Adventures of Tintin", ate popcorn and received a copy of the book. The reader for our February extravaganza was Dr. Peter Park. It was held at Memorial Hall and Dr. Park entertained us with a Curious George favorite and everyone received a healthy fruit kabob. Many thanks to volunteers Gale Stachelek and Bettina Krampetz. On March 13th we will be building owl houses at Memorial Hall from 11:30-1:30. Deerfield Valley Rotary has graciously sponsored a hot dog luncheon. Etna Eldred from WW Building Supply will be our guest reader. There will be a live raptor presentation as well. This event is sponsored by the library, Southern Vermont Natural History Museum and our Friends of the Library.

Library Duties: I have been busy keeping activities posted and updated on our website and also Facebook. Press releases and posters are being made for each event and distributed. I continue to work on collection development and weeding through the stacks as necessary. I am also working on the Summer Reading Program and scheduling performers and activities. I will be attending a SRP workshop on April 2nd. This year's slogan for children is "Dig into Reading" and for teens "Beneath the Surface", for adults "Groundbreaking Reads".

New Business: We had a discussion about our increase in interlibrary loans. Carolyn Palmer researched our lists and discovered that the increase was due to a number of Book Clubs in the area. The Board agreed that the special books in the librarian's office should be cataloged and displayed in a case made for them.

Franklin Reeve moved that we go into Executive Session at 5:15 p.m. in order to review applications for librarian. We came out of Executive Session at 5:35 p.m.

Next Meeting: Tuesday, April 9, 2013 at 4 p.m.

Respectfully submitted,
Ann Ottaviano
Recording secretary