

**Pettee Memorial Library
Minutes for March 13, 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*.

The trustees agreed to continue meeting the second Tuesday of the month at 4PM at Pettee Memorial Library. They also voted to retain the same slate of officers.

Secretary's Report: The minutes for February 14, 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 February 29, 2012:

General Fund cash	\$ 3,929.14
Endowment Funds:	
General Endowment:	
Cash	\$ 9,337.49
Investments	76,246.28
Due from General Fund	5,250.00
Total General Endowment	90,833.77
Pool Bequest:	
Cash	4,383.62
Investments	21,039.95
Total Pool Bequest	25,423.56
Willard Fund:	
Cash	(519.79)
Investments	14,026.63
Total Willard Fund	13,506.84
Boyd Fund:	
Cash - Merchants	21,816.65
Total Endowment Funds	\$ 151,580.82

2. We have received contributions of \$795 to the Pettee Memorial Library Children's Activity Fund in memory of Laurel Fox. I have acknowledged these contributions with a note of condolence to Adam Grinold.

Franklin Reeve made the motion to approve the minutes for February 14, 2012 and the treasurer's report as of February 29, 2012, Carolyn Palmer seconded, so voted.

It was decided that Helena Queenie should ask the Grinolds exactly how they would like the Laurel Fox Memorial gift used.

The trustees discussed the merits of switching our investment accounts to Wells Fargo or Peoples United Bank. Meg Streeter moved that we go with Louis Clark's recommendation of using Steve Simmons of Peoples United Bank, Franklin Reeve seconded, all approved.

It was decided that Amity should invite people on-line to be “Friends of the Library” to help with special programs, bake cookies for events and to send books to newborns.

Librarian’s Report

Completed Projects: Book Repair Kit purchased and received, 5 Ematic MP3 players ordered, cleaned and organized circulation area, discarded 54 DVD’s, 7 VHS and 4 audio books that were returned with missing discs or tapes, compiled lists of science fiction and fantasy to add to collection and purchased “Local Author” and “Local History” spine labels to help patrons identify local interest books easily.

Upcoming Projects: First book clubs and author presentation this month, will conduct library inventory in late March / early April, analysis of Vermont history collection, summer reading program planning and attending webinars on Being Customer Focused and Adult Programs on a \$0 Budget. Recorded Books One-Click service will start April 1st, attending webinar on March 22nd.

Other Notes: Continue to hear that Sunday hours are appreciated, Town Meeting Day was very busy, have received many overdue books and payment for lost books because of notices and Follett has added a Destiny Quest app for iPhones and Androids. Alice Greenspan has donated a Keurig beverage machine which will be used to provide refreshments for programs. Pods and creamers have been ordered.

Children’s Librarian Report

Story Hour and Programs: The programs continue to be popular and the Community Base Students continue to come early Monday mornings. Therese Lounsbury from Mt. Snow TV was a guest reader this month as well as Laura Stevenson. Laura read a collection of stories last month as well. She will be helping with the March Extravaganza program on March 14th at noon time. March 16th will be our first “Teen Book Talk”. We will be discussing “Hunger Games” by Suzanne Collins and serving pizza.

Library duties: Helena will be attending the Summer Reading Program workshop in Ludlow, VT next week. We received the performer grant from the state for \$100 for the Southern VT Natural History Museum program. We are awaiting Valley Stroll dates before we book performers.

Special thanks to Carol and Gary Debarba for creating a book shelf for our “new books”. A wire display rack was ordered for the back table in order to display theme books that coincide with story hour.

Helena has been pre-approved for an April 2nd on-line program “Connecting Young Adults and Librarians” taught by Michele Gorman.

New Business: Locks were approved for the cabinets in the Children's Room. Amity will get in touch with Mike Redin for said project. She will also contact Bay State to inspect our lift. The trustees also approved the use of our fax machine for patrons. They will be charged \$1 for the service.

Next Meeting: April 10, 2012 at 4PM at Pettee Memorial

Respectfully submitted,
Ann G. Ottaviano
Recording secretary