

**Pettee Memorial Library
Minutes for May 15, 2012**

Present: Franklin Reeve, *chair*; Meg Streeter, Carolyn Palmer, Harrier Hamilton, assistant librarian; Amity DeAngelis, *librarian* and Helena Queenie, *children's librarian*.

Secretary's Report: The minutes for April 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 April 30, 2012:

General Fund cash	\$ 36,802.54
Endowment Funds:	
General Endowment:	
Cash – People's United	\$ 20,254.79
Cash – People's Securities	60,003.06
Investments	19,823.18
Due from General Fund	5,250.00
Total General Endowment	105,331.03
Pool Bequest:	
Cash – Peoples United Bank	4,387.07
Cash – Peoples Securities	21,310.04
Total Pool Bequest	25,697.10
Willard Fund:	
Cash – Peoples Securities	13,686.90
Boyd Fund:	
Cash - Merchants	18,071.64
Total Endowment Funds	\$ 162,786.67

2. The Morgan Stanley and People's Securities accounts have been liquidated and the proceeds are being held in cash pending investment in a new account at People's Securities.

Meg Streeter made the motion to approve the minutes for April 10, 2012 and the treasurer's report for April 30, 2012, Frank Reeve seconded, all approved.

Librarian's Report

Upcoming Adult Programs:

Computer Basics: Getting Started with Email – May 16th at 1:00

Book Club: Reading Lolita in Tehran – June 5th at 6:00

Summer Reading Program – June 18th – July 28th (see attached schedule)

Completed/In-Process Projects: Attended Library Leadership workshop in Hanover on April 13th. The speaker was the president of the ALA, which was very exciting. She had excellent recommendations and I felt it was a very worthwhile experience.

- Added MARC records for Recorded Books titles to Follett Destiny. If a title comes up in the catalog that says “No Copies” and has subjects listed as “Downloadable Audio Book” and/or “Recorded Books” there should be a web link directing you to the page where it can be downloaded.
- Inventory is proving to be a much-needed process. Helena has completed 2/3 of the downstairs (see her report for details), and upstairs the DVD, VHS, Biography, and most of the non-fiction is complete. In the sections we have completed so far, there are already 1,516 items unaccounted for (lost), as well as many items with incorrect records and items that are not in the catalog at all.

Upcoming Projects:

- VT Library Conference – May 22nd
- Visit schools to present Summer Reading Program – early June

Building Maintenance:

- Dale Doucette will change the hours for Saturday and Sunday and touch up any areas that need it on the outdoor sign for \$20.00
- Recently found the elevator blue prints, so I will have Bay State come back to fix the lift.

Other:

- I have decided to implement monthly staff meetings for staff and volunteers to keep everyone updated on library services and issues. These meetings will be held at 11:15 on the Wednesday following our Trustee meeting. Anyone who cannot attend can pick up a synopsis of what we covered.
- We have four people signed up for the Friends group. Please encourage people to join.

Children’s Librarian Report

Story Hour and Programs

Our programs are growing and word is spreading about the assortment of programs we are offering. We had a phenomenal month with a total of 17 programs and 274 attendees (146 kids and 128 adults! We had several joint community programs, and want to extend many thanks to Bartleby's for their gracious donation of books to give away at programs. The kids and parents love it. Many thanks also to WW Building Supply for their gracious donation of materials and discount on the wood for bat houses; and to Gary DeBarba for measuring and sawing the wood. And we cannot forget Boyd Family Farm for our mother’s day projects. Many thanks to Janet and Bucky Boyd!

Library duties:I attended two workshops this past month. The Material Review in Ludlow and the DCF conference in Stowe, VT. Both were very informative and gave me a chance to visit with other librarians

I am currently planning the summer reading program with the idea of having programs for specific ages as well as all family events. The theme this year is "Dream Big!" and for teens "Own the Night". I am spinning off and including "Night Sky and Night-time Creatures". For story hour programs we will be exploring night-time animals, different ones each week. I will be offering a tween/teen night where it will be a combination of arts & crafts, science and computer projects, books, and movies. There will be a monthly teen book club AND a DCF book club open to tweens and teens.

This year we will be hosting a kick-off party with Mike Clough from the So. VT Natural History Museum. He will be bringing an assortment of night time creatures and birds. We will also be hosting an ice cream social. Both events will be happening while kids and adults are signing up for our reading programs. This year we will be having weekly drawings to encourage participation. We will be needing volunteers on Monday June 18th from 4-6PM. If they miss the event, people will still be able to sign-up at a later time.

Patsy Mehlhop of DVES has informed me that the 2nd grade Eric Carle Museum trip will be Thursday May 24th. She is taking care of the arrangements and will notify us with an itinerary.

This year I really encouraged the teachers at DVES to bring classes to our library. It has been successful! Preschooler and the 2/3 team from DVES has visited the library. We toured the upstairs of the library, had story time and/ a simple craft (depending on the ages) and then let them explore our collection to see what we have here. On both occasions, we had a few come back for library cards and/ to check out books.

The 4th graders will be making a trip at the beginning of June as well as the K/1 team the following week. Teachers have been creative by visiting the food pantry, fire department, and other stores downtown as well as us. What a great opportunity for staff and the students. For some, it was their first time to our library! All these visits are building connections for the school kids and the community library.

Other Business:

A question came up whether the cost of entertainment on village stroll nights would be paid out of the endowment funds. We will wait until next month to discuss this with our treasurer. Since the side door is badly rusted, and the excessive glass is not necessary, we feel we should replace the door with either a solid wood or fiberglass door, perhaps with a few lights across the top. The door jamb appears to be in good shape. Carolyn will find out if we need a permit to change the design of the door, and we will pursue some price quotations.

After a brief executive session, the meeting adjourned at 5:30PM

Next Library Meeting – Tuesday, June 5th at 4PM

Respectfully submitted,
Carolyn Palmer
Substitute recording secretary