

Pettee Memorial Library  
Minutes for October 9, 2012

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

**Secretary's Report:** The minutes for September 11, 2012 were emailed to the trustees for their corrections or approval.

**Treasurer's Report:** Louis Clark emailed the financial statement as of September 30, 2012 to the trustees for their consideration.

**1. Account balances as of September 30, 2012:**

<b>General Fund cash</b>	<b>\$ 51,823.37</b>
<b>Endowment Funds:</b>	
<b>General Endowment:</b>	
Cash – People's United	\$ 12,242.15
Investments	80,806.90
Due from General Fund	1,250.00
<b>Total General Endowment</b>	<b>\$ 94,481.05</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	4,496.62
Investments	21,663.06
<b>Total Pool Bequest</b>	<b>26,159.68</b>
<b>Willard Fund:</b>	
Investments	13,917.29
<b>Boyd Fund:</b>	
Cash - Merchants	19,611.34
<b>Total Endowment Funds</b>	<b>\$ 154,749.36</b>

Franklin Reeve made the motion to accept the secretary's report for September 11, 2012 and the treasurer's report as of September 30, 2012, Meg Streeter seconded, all approved.

**Librarian's Report:**

**Events Held:** Susan B. Anthony- The Invincible at Memorial Hall, 42 attended. Book Club for Adults: "Friday Night Knitting Club", 7 attended. First meeting of Friends of the Library- October 15, 2012 at 4:30 p.m.

**Staff and Volunteer Training** – Refresher training in shelving books properly. Emailed a Recorder Books webinar registry for everyone working the circulation desk. Next staff meeting will be October 17<sup>th</sup> at 11:15 a.m.

**Grants:** Received \$1,000 from the Vermont Community Foundation for youth programming.

**Collection Development:** - Weeding of adult non-fiction is almost complete. Inventory has been completed. We have 4,356 "lost copies".

**Professional Development:** Amity and Carolyn Palmer are taking the free 6 week online course called "Turning the Page 2.0" about effective advocacy.

**Building Maintenance-** Ceiling has been leaking where the plaster fell down. Brattleboro Roofing worked on it today and did not find any major problems but sealed everything up. The elevator inspector came and we received two violations but we are allowed to continue to operate. Bay State Elevator has given a quote for \$1,507. to make repairs. Approved.

**Miscellaneous** – Louis Clark has agreed to represent Pettee Memorial Library at the Vermont Library Trustees Association Conference in Randolph, VT on November 3<sup>rd</sup>. The board approved the expenditure of \$99. per year for 100GB of storage from Drop Box to back up our on-line files. The board also approved the closure of the library the day after Thanksgiving.

**Computer Policy** – There have been many complaints about patrons who abuse the length of time on computers and many do not use the sign up sheets. Amity will make up a new policy for the boards approval. The board recommended that the circulation desk keep sign up sheets with blocks of times set for each computer, no one to sign up for more than one block at a time and a notice to be placed at each computer saying “sign up required”.

**Fiber Connect:** - We are scheduled to receive our fiber build during the first part of 2013. The equipment cost per site is \$4,900. which DOL plans to pay but has not received funding yet. There may be additional costs for cabling and other site improvements. The DOL will provide a basic level of service through WAN, but libraries may pay an additional cost to Sovernet for increased service. If our network needs improvements we will require a wiring contractor, the cost will be our responsibility. We need to reserve funds for said expenditures.

### **Children’s Librarian Report:**

**Story Hour and Programs** – A great start to a new school year! Last week the children visited the fire station, October is Fire Safety Month. Many thanks to Chief Ken March, Firemen Rusty Sage and Donnie Wilson for showing us around the station and reading us picture books. Next week we will be going on a “field trip” to Green Mountain Orchards in Putney. We meet at 9:30 for a wagon ride, cider, doughnuts, and apple picking.

During the Vermont Wildlife festival, Helena set up a table for children’s activities. This was very successful and an outreach to Marlboro residents. Helena showed photos from a variety of programs which interested all. We restarted the DCF Book Club (first Friday of the month after school} and the Teen Book Club (Third Saturday of the month at 6 p.m.) Pizza and a movie will follow the book discussion. We will be hosting our half day programs again, they will be on the second Wednesday of each month during school in-services. On Wednesday, October 10<sup>th</sup> we will be painting pumpkins. Our guest reader will be Pastor Doug LaPlante. All activities are free and fun for the whole family.

**Library Duties** – Helena completed the VT DOL Collection Development 5 day workshop in September. On September 20<sup>th</sup>, she attended the Children’s Librarian meeting in Killington. Inventory is completed and she is in the process of weeding and changing spine labels and updating our catalog. A metal book cart was donated to the library and she has transformed it into a bookshelf for early readers and seasonal books.

**Old Business:** The new door has arrived and we are waiting for its installation. The roof has been repaired. Franklin Reeve will re-contact contractors for the ceiling in the stacks.

**New Business:** There was a discussion about library hours and staffing. Amity and Helena have agreed to keep a record of all their hours spent on various jobs throughout the library for a month.

**Next Meeting: Tuesday, November 13, 2012 at 4 p.m.**

Respectfully submitted,  
Ann Ottaviano, *Recording secretary*