**Pettee Memorial Library**

**Minutes for December10, 2013**

**Present:**  Carolyn Palmer, *chair;* Louis Clark, *treasurer,* Ann Ottaviano, *recording secretary;* Meg Streeter, Karina Martin, Allison Smith, *librarian;* Harriette Hamilton, *assistant librarian* and Helena Queenie, *youth services librarian.*

Meeting opened at 6p.m.

**Secretary’s Report:** The minutes for November 12, 2013 were emailed to the trustees for their review.

Meg Streeter moved to accept the minutes for November 12th, Louis Clark seconded, all approved.

**Treasurer’s Report:** The treasurer distributed the financial report as of November 30, 2013 at the meeting for the Boards consideration: General Fund Checking - $41,977.14, Revitalization Fund Checking - $28,911.91, Boyd Fund Checking - $24,943.80, **Total Cash Available -** $95,832.85.

Program Matching Funds - $7,000.00, Friends of the Library - $1,681.20, Boyd Fund - $24,943.80, Unrestricted Funds - $62,207.85, **Total** - $95,832.85.

Bash the Trash program expense will be coming from the endowment fund. Meg Streeter moved that we approve the financial report as of November 30th, Carolyn Palmer seconded, so voted.

**Librarian’s Report:**

* Book Cub met November 26th to discuss “A Lady’s Life in the Rocky Mountains” by Isabella Bird. Four people attended. On January 12th we will discuss “Running with Scissors” by Augusten Burroughs.
* On November 19th our budget was approved by the Selectboard.
* FiberConnect has been functioning extremely well. It is safe to disconnect our other high speed internet. Carolyn Palmer will notify Duncan Cable to disconnect.
* The Friends are planning a puzzle swap during the January Village Stroll. They are going to put together a gift basket to raffle off at Town Meeting Day.
* An application has been made for the use of Memorial Hall on August 16th for a Book Appraisal Day with Karen and Gary Austin.
* There will be computer updating to keep better track of what is circulating.
* The ceiling in the stacks has been repaired. The display area has been cleared and it will be decorated for the holidays. In January, there will be a display of books that were donated by Laura Stevenson in Franklin Reeve’s honor.
* Allison completed the Turning the Page class and will submit her final project.
* Attended a webinar on Mission Statements. In January, work will begin on a new Mission Statement for Pettee Memorial Library.
* Friends suggested an Adopt a Book “tree:” to be set up in the library during the holidays. Titles of books will hang from the tree. A patron will select a title and write a check for the book (at Brodart prices). When books arrive, a label with the donors name will be placed in the book.
* Last Friday Helena, Allison and Jason attended a seminar at CCV entitled “iConnecting People”. Justin and Alison will work together to create a binder on computer basics for our patrons.
* Allison will be helping out at Santa’s Workshop at the White House on Wednesday, December 11th doing a bead ornament craft.

**Youth Services Librarian Report: Total programs: 8, total attendees: 141.**

Story Hour:

* Story hour continues to be well attended. Many thanks to Ellie Roden for being guest reader.
* October half day event, Native American Celebration held at SVTNH Museum. Fidel Moreno of Healing Winds led a drumming circle. Museum staff answered questions on Raptors.
* Pie Day continues to be an annual Story Hour favorite. Megan’s peach pie won.
* Family Nigh Movie had 17 attendees – Monster’s University.
* Cub Scouts visited library and did activities to earn scout badges.
* Community School will do monthly craft activity and book-to-movie program bi-monthly.
* Many thanks to parents, volunteers and community for supporting the library programs.

***Duties:***  The majority of time is being spent on planning and coordinating events.

* December story hour programs including a visit of Santa and Mrs. Claus and holiday crafts.
* Bash the Trash on December 5th – coordinating events at elementary and high/middle school.
* Santa’s Workshop on December 11th, 11:30-2P.M. at the White House Inn.
* Teen Book Club - Holiday Stampin’ Up party on December 18th.
* DCF book club holiday party December 16th @ Beadz Needs.
* Winter Vacation schedule to include family movie night, arts and crafts and special story hour.
* January half day event and Winter Stroll activity.
* Programming, working circulation desk, collection development, cataloging and processing books.

**Old Business:**  The ceiling in the stacks is repaired. Ann Ottaviano volunteered to phone Russell Colbert and ask him to give an estimate for painting the ceiling.

Meeting adjourned at 6:50p.m.

**Next Meeting: Tuesday, January 14, 2014 at 6P.M.**

Respectfully submitted,

Ann Ottaviano

*Recording secretary*