**Pettee Memorial Library**

**Minutes for November 12, 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 came to order at 4:35 p.m.

**Secretary’s Report:** The minutes for October 8, 2013 were emailed to the trustees for their review.

Meg Streeter moved to accept the minutes for October 8th, Carolyn Palmer seconded, so voted

**Treasurer’s Report:** The treasurer distributed the financial report as of October 31, 2013 at the meeting for the trustees review:

1. General Fund Checking - $54,755.95; Revitalization Fund Checking - $28,907.15 and Boyd Fund Checking - $24,942.46 = Total Cash Available - $106,605.56. Program Matching Funds - $7,000; Friends of the Library - $1,681.20; Unrestricted Funds - $72,981.90 = $106,605.56.
2. Investment account balance as of September 30, 2013: People’s Securities - $33,334.05; Fidelity GNMA Fund - $18,922.13 = $49,256.18.

Carolyn Palmer moved that we accept the treasurer’s report, Meg Streeter seconded, all approved.

**Librarian’s Report:**

* Book Club discussed Tony Hillerman’s “Skinwalkers.” November’s selection is “A Lady’s Life in the Rocky Mountains.
* Completed first core class, Basic Reference. Taking “Turning the Page,” a library advocacy course online.
* State Report almost completed.
* FiberConnect is hooked up. One computer not wired correctly. Have a quote from First Choice to complete wiring. Kevin Nadzam from the state suggested a new surge protector since we are liable for all new equipment should it be ruined. A battery back-up was suggested as well to allow broadcasting Wi-Fi should power go out. Carolyn Palmer moved that we purchase the battery back-up and surge protector, Meg Streeter seconded, all approved.
* Started putting together an event for next summer with Gary Austin; a book appraisal day.
* Website received 2,000 more visits this month. The Social Media class had great strategies for increasing advertising.
* Windham County librarians met in Newfane. Shared ideas on improving our libraries.
* Mo Jazz remix concert was fantastic. Alice Greenspan and I advertised the event on WKVT.

Friends of the Library served coffee and refreshments. Thank you

* Schedule for the holidays is as follows: Nov. 27-close at 3, Nov.28-closed for Thanksgiving, Dec.24-close at 3, Dec.25-closed for Christmas, Dec. 31-close at 3, Jan. 1-closed for New Year’s Day.

**Youth Services Librarian’s Report:**

* Special guest reader/local author Laura Stevenson read “Otis” on “ Read for the Record Day”
* Star Wars Day – Crowd enjoyed a movie on the big screen, board games and crafts. Children left with Star War books and Lego prizes.
* Last story walk/BBQ at Molly Stark Park. Ranger Steve and staff made a huge leaf pile for families to jump into. Lots of food and marshmallows to roast!
* Halloween party/walk during story hour. Many thanks to the Richards Group, Peoples United Bank and the Post Office for handing out treats to children.
* Successful Halloween night at the library. Many thanks to Friends of the library for helping with the event. Carol and Gary DeBarbra for handing out candy and Therese Lounsbury for spooky decorations.
* Library duties: Planning events and collaborating with the three schools on activities and use of resources.
* Attended a Basic Reference Core course in Berlin.

**Old Business:** Ceiling repair update – Carolyn Palmer moved that we hire Jim Burke and his brother to repair the ceiling in the stacks, Louis Clark seconded, all approved. The estimate was for approximately 20 hours of work for $35.00 each plus material.

**New Business:** The remainder of the meeting was spent reviewing the proposed budget for 2015.

Louis Clark moved that we adjourn the meeting at 5:45, Karina Martin seconded, so voted.

**Next Meeting:** Tuesday, December 10, 2013 at 6:00 p.m.

Respectfully submitted,

Ann Ottaviano

*Recording secretary*