

**Pettee Memorial Library
Minutes for September 10, 2013**

Present: Carolyn Palmer, *chair*; Ann Ottaviano, *recording secretary*; Meg Streeter, Allison Smith, *librarian* and Helena Queenie, *children's librarian*.

Secretary's Report: The minutes for August 13, 2013 were emailed to the trustees for their review. Carolyn Palmer moved to approve the minutes for August 13th, Meg Streeter seconded, so voted.

Treasurer's Report: The treasurer's financial report as of August 31, 2013 was emailed to the trustees for their consideration.

Cash available as of 31 August 2013:	
General Fund Checking	\$64,677.81
Revitalization Fund Checking	8009.04
Boyd Fund Checking	<u>23,585.24</u>
Total Cash Available	<u>\$97,163.09</u>
Program Matching Funds	\$7,000.00
Reserve for Roof Replacement	35,697.50
Friends of the Library	1,443.63
Boyd Fund	23,585.24
Unrestricted Funds	<u>29,436.72</u>
Total	<u>\$97,163.09</u>

2. The Henderson Foundation grant report is due by September 15. Helena is preparing the narrative sections of the report. I am attaching separately the financial reconciliation.

Meg Streeter moved to accept the treasurer's report as of August 31st, Carolyn Palmer seconded, all approved.

Librarian's Report:

Events: August Adult Book Club was Sue Miller's "While I Was Gone" with 4 in attendance. September is "National Library Card Sign-up Month" and will be featured in our display. On the 13th the display will change to "Honoring F.D. Reeve" until after his memorial service on September 21st. The final display will be Banned Books Week. The Board gave Allison permission to accept canned goods for National Hunger Action Month. The donations will go to Wilmington's Food Pantry.

Workshops: Allison's application for the scholarship to attend the Rural and Small Libraries Conference was denied. It was suggested she reapply next year after a year of experience as our librarian. On October 4th there is a workshop on using social media to advance public library advocacy and fundraising, geared toward communities affected by flooding and sponsored by IBM. This is in partnership with the Vermont Digital Economy Project, which also sponsors our internet intern. Helena and Allison attended the second of the Technology Trends workshop on "Digital Citizenship". The

next workshop on September 20th will discuss Apps. On September 24th Allison will attend a workshop on Genealogy.

Library Duties: In preparation for applying for grants for digitization, Allison has been reviewing the books in the Margaret Greene Room. After she finishes compiling everything we want digitized and receives a quote, she will investigate sources. Allison purchased a Dell Inspiron Desktop Tower to replace the desktop at station one. Our intern, Justin, was able to remove the memory from the old desktop and insert it into one of the desktops downstairs. She is continuing to update the non-fiction collection.

Friends of the Library: The library will serve soup for the Village Stroll on September 20th. The Book Sale is rescheduled for October 5th at the Flea Market. The donations at the door for the Mo Jazz Concert, scheduled for October 11th, will go towards our new roof. Any money collected from the sale of cookies and beverages will go to Friends of the Library for their projects.

Children's Librarian Report:

Story Hour and Programs: Story hour continues to be well attended and families enjoy the story walks at Molly Stark State Park. Ranger Steven Cotton and Helena are exploring programs they may collaborate on for next year. Molly Stark State Park received "Vermont Park of the Year" award for southeast region of the state and received a "Certificate of Achievement for Outstanding Community Partnerships!" Two more story walks are scheduled, September 23rd and October 7th. On the last day there will be a BBQ picnic potluck with families and the Molly Stark staff. There was a birdhouse building project for the older children at the park, as a test for future programs for them on the site.

Library Duties: We are busy planning and scheduling fall/winter activities and putting the children's area in order. The teen book club will meet Sunday, September 21st and discuss the popular book "Catching Fire" by Suzanne Collins. Since archery is the theme throughout the book series, Helena has teamed up with Jody Boos and the Deerfield Valley Sportsmen's Club in Whitingham. A program will be held at the clubhouse. After pizza and a book discussion, teens will enjoy an archery workshop. Our new movie screen is up and we hope to start Family Movie Night soon. Half-day (second Wednesday) will start in October and November. Helena will be partnering and coordinating events with WINGS After School Program coordinator, Patsy Mehlhop at DVES.

Old Business: Meg Streeter will contact Dorse Roofing to find out when the slate will arrive and to inform them of a leak in our ceiling. We have authorized Helena to purchase the projector recommended by Therese Loundsbury for approximately \$750.00. We have been approved for "e-rate". Carolyn Palmer will meet with Louis Clark to discuss our telephone bills. Meg Streeter moved that Carolyn Palmer be added as signatory on the following accounts: Peoples United Bank (2 accounts), Peoples Securities and Merchants Bank, and Fidelity Investments, Ann Ottaviano seconded, all approved.

Meeting adjourned at 7 p.m.

Next Meeting: Tuesday, October 8, 2013 at 6 p.m.

Respectfully submitted,
Ann Ottaviano
Recording secretary