

**Pettee Memorial Library
Board of Trustees Meeting
October 10, 2017 6 PM**

Present: Carolyn Palmer, *chair*; Louis Clark, *treasurer*; Meg Streeter, *secretary*, Amy Swanson, Karina Martin, Allison Maynard, Jennifer Razee, Angela Yakovleff

Meeting called to order at 6:04 p.m.

Carolyn asked if there were additions to the agenda (discussion of capital fund and upcoming budget) or public comments (none)

Secretary's report: Louis moved to accept the secretary's minutes of September 12th, 2nd by Amy and so voted.

Treasurer's report: Louis reported that there is a balance of \$4149 in the library capital account due to the library paying for the \$3,600 foundation work out of the operating budget. Discussion that we should return the balance to the town and request that an amount for step repairs be added to the capital account at town meeting (for FY 2019). Brief discussion of budget plans for FY 2019. Cash available as of September 30, 2017: General fund checking: \$49,688.96; Revitalization Fund checking: \$82,032.57; total cash available: \$131,721.53. Friends of the library: \$4,004.41; unexpended grants: \$644.47; endowment funds \$82,032.57; general fund: \$45,040.08; total \$131,721.53.

Librarian's report: The full report is incorporated herein by reference. The Fairy Tail Festival in Sherburne that Allison and Angela participated in was very well attended - good exposure for our library and a lot of work! Plus new idea for a versatile bench for bench/bookshelf that is movable.... Allison will follow up.

Youth Librarian's report: (incorporated herein by reference) Angela said that the last Story Walk of the season happened October 2nd. Molly Stark Park Ranger was very enthusiastic and will welcome us back next summer.

Brief review of the final draft of the Personnel Policy Manual. Meg moved and Louis 2nd to adopt the Pettee Memorial Library Personnel Policy Manual effective October 10, 2017 (with minor edits). So voted.

Good to know: **It's very helpful for learning if children can "read"/be read to" 1,000 books before kindergarten!** Next meeting : review Librarian and Asst. Librarian job descriptions.
7:03 PM Meeting adjourned. (moved by Meg, 2nd by Amy and so voted)

Respectfully submitted,

Meg Streeter, Secretary