

**Pettee Memorial Library
Board of Trustees Meeting
November 14, 2017 6 PM**

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

Meeting called to order at 6:01 p.m.

Carolyn asked if there were additions to the agenda (none) or public comments (none)
Louis moved to accept the minutes of October 10, 2017, 2nd by Karina and so voted.

The librarian's report is incorporated by reference as is the youth librarian's report. Allison presented an estimate from Eric Sprenger to make new shelving and a movable bench for the children's room (replacing the couch in the alcove area) for \$3,800. After reviewing the current budget, the trustees decided to move ahead with this purchase of the Friends group will contribute \$1,800 of the total cost. Allison will follow-up with the Friends. The library will host an open house on Saturday November 25th from noon until 4 PM (normal Saturday hours).

A thorough discussion of the FY 2019 budget ensued. Meg moved, 2nd by Karina that a preliminary library budget requesting a town appropriation of \$127,000 be approved, pending the town's decision on wage increases for town employees. So voted.

Discussion of the draft job description for the library director with some changes and additions made. Carolyn will update with a final version for the December meeting. Also that meeting will include an update on the recent conference attended by staff and the trustees training attended by 3 trustees. Brief discussion of the library manual distributed at the trustees training with questions noted.

Next meeting will be December 5th not December 12th. Adjourned 7:11 PM

Respectfully submitted,

Meg Streeter, Secretary