

**Pettee Memorial Library
Board of Trustees Meeting
December 5, 2017 6 PM**

Present: Carolyn Palmer, *chair*; Louis Clark, *treasurer*; Meg Streeter, *secretary*, Karina Martin, Amy Swanson, Allison Maynard, Angela Yakovleff(at 6:30 PM)

Meeting called to order at 6:07 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 with a typo corrected, 2nd by Karina and so voted.

Louis presented the treasurer's report and mentioned that he was informed by Town Manager Scott Tucker that the town will be increasing town employees' salaries by 3% for FY 19. Carolyn moved to approve an increase in the library's budget appropriation from \$127,000 to \$128,500 to reflect a 3% salary increase for library employees, 2nd by Amy and so voted. Meg moved to accept the treasurer's report, 2nd by Amy and so voted

The librarian's report and the youth librarian's report are incorporated by reference. Allison reported a successful open house on November 25th - good turnout and participation and great new ideas for another such event. Allison has had ongoing discussions with Bay State Elevator. Both Angela and Allison brought up some great ideas for new book clubs including "silent" book clubs.

Carolyn brought a final version of the job description for the Library Director - review and discussion. Meg moved to accept the Library Director's job description as amended, seconded by Karina and so voted.

Next meeting will be January 9, 2018. Adjourned 6:40 PM

Respectfully submitted,

Meg Streeter, Secretary