

Pettee Memorial Library Board of Trustees Meeting 6 PM

Minutes for November 8, 2016

Present: Carolyn Palmer, *chair*; Louis Clark, *treasurer*; Meg Streeter, *secretary*, Karina Martin, Amy Swanson, Allison Maynard, Helena Queenie
Meeting called to order at 6:00 p.m.

Secretary's Report: Minutes for October 11th were approved as corrected with the substitution of the month of "October" for the incorrect "November". moved by Louis, 2nd by Amy and so voted (4-0, before Karina was present)

Treasurer's Report:

Cash available as of October 31,,2016: General Fund Checking - \$38,688.46; Revitalization Fund Checking -\$52,095.40 **Total Cash Available - \$88,783.86** Friends of the Library - \$4252.40, Grants -444.47; Endowment Funds - \$52,095.40, General Fund \$31,991.59 **Total Cash Available - \$88,783.86.** Meg moved to accept the treasurer's report, Amy seconded and so voted. (4-0 as above) Louis reported that our spending is in line for this point in the fiscal year.

Librarian's Report is incorporated herein by reference.

Allison reported that the library statistics are way up for the past year (November 2015 through October 2016) date compared to the previous 12 months. There were 174 separate programs (30 more than last year) with over 3300 attendees.

Mason Richard Hawes took a look at the leaking masonry front wall and the shifted front steps - he will be getting a written estimate to Allison very soon and recommends the interior work be done as soon as possible. Once his estimate is in, Allison will speak with Scott Murphy about all work needed.

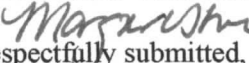
John Guminak, architectural designer, toured the library with Allison for an hour (no charge) and made the following first suggestions: adding space outside will cost a lot for a small return of extra space; the circulation room desk/counters should be removed to make more useful reading space; the wall opposite the South Main entrance should be removed to make room for a small circulation desk there; the computer stations should be changed to be more user-friendly; and we should consider moving the children's room to the stacks room and vice versa. John's proposed next steps is to measure all the stacks: trustees volunteered to do this so Allison will ask John if this will be helpful and free him to think about design.

Swan Electric/Alarm is too busy to schedule installation of the security cameras. Louis moved to accept the bid of \$1733 from Amity Alarms, 2nd by Carolyn and so voted. Allison will make a few suggestions about location of cameras and DVR when she calls Amity.

Youth Services Librarian Report is incorporated herein by reference. Helena said that story hours are very well attended and she needs more space. She will speak with St. Mary's Church to see if she may use their lower level meeting space.

Other business Trustees discussed the trustee version of the strategic plan with some small revisions made. The upcoming budget (FY 2018) was discussed.

7:36 PM Meg moved to enter executive session to discuss personnel, 2nd by Amy and so voted. 7:59 out of executive session - no action taken. 8:00 PM Meg moved to adjourn, 2nd by Amy and so voted. Next meeting: Tuesday December 13th, 6 PM at the library


Respectfully submitted,

Meg Streeter, Secretary