Pettee Memorial Library Board of Trustees Meeting December 13, 2016

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

Meeting called to order at 6:03 p.m.

Secretary's Report: Minutes for November 8, 2016 were approved: moved by Louis, 2nd by Karina and so voted. Minutes for December 5 were approved as corrected with the addition of Allison Maynard to list of attendees at November Selectboard meeting, moved by Louis, 2nd by Amy and so voted.

Treasurer's Report: Louis presented his report which is incorporated by reference and includes cash available as of November 30,2016: General Fund Checking : \$24,945.71; Revitalization Fund Checking : \$52,106.07, **Total Cash Available: \$77,051.78** Friends of the Library: \$3,827.40 Grants 444.47; Endowment Funds: \$52,106.07, General Fund: \$20,673.84, **Total Cash Available: \$20,673.84** Meg moved to accept the treasurer's report, Amy seconded and so voted.

Louis mentioned recent unanticipated expenses for furnace repair and also for the elevator. We think that our service contract covers the necessary items and Louis will investigate. The estimate to repair the interior of the front (South Main Street side) of the basement wall is \$2,500. Allison or Louis will discuss with Scott Murphy relative to asking voters to put funds in the capital fund for this repair and the upcoming repair of the front steps.

Librarian's Report: incorporated herein by reference. Allison reported on services that would need to be eliminated if work hours were to be reduced: approximately 20 programs particularly those at Memorial Hall that draw second- home owners and visitors (we offered 174 programs total in 2016 which drew over 3,000 people); technology services currently provided by the librarian which has reduced spending on consultants and increased website visits; marketing which has also increased use of the library. Barry Reardon is donating 500 DVD's to the library - great gift and much appreciated. Allison presented the final version of the Strategic Plan for 2016-2020. Meg moved to adopt the plan, 2nd by Amy and so voted

Youth Service Librarian's Report: incorporated herein by reference. Helena has had good attendance at story hours now being held at St Mary's lower level community room - we are grateful to St. Mary's making the space available to us. Big upcoming event on December 14th: Santa's workshop at Memorial Hall.

Budget for FY 18 was discussed. Meg moved to approve the total proposed budget of \$140,532, 2nd by Karina and so voted. 7:09 Meg moved to enter executive session for employee evaluation, 2nd by Karina and so voted. 7:30 out of executive session and no action taken. Evaluation will be completed at the January trustees meeting. 7:31 Meeting adjourned.

Respectfully submitted,

Meg Streeter, Secretary