

# Pettee Memorial Library Board of Trustees Meeting

## Minutes for February 9, 2016

**Present:** Carolyn Palmer, *chair*; Louis Clark, *treasurer*; Meg Streeter, *secretary*, Karina Martin, Amy Swanson, Allison Maynard, Helena Queenie, Gary DeBarba (Friends of the Library)

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

**Secretary's Report:** Minutes for January 12, 2016 were approved as corrected with the substitution of the word "Education" for "Essential", moved by Louis, 2nd by Karina and so voted.

**Treasurer's Report:** Louis presented his report (details below)

Cash available as of January 31, 2016: General Fund Checking - \$15,024.14; Revitalization Fund Checking -\$51,203.63; Boyd Fund Checking - \$24,381.06 **Total Cash Available - \$90,608.83** Friends of the Library - \$4,959.65, Grants -444.47; Endowment Funds - \$75,584.69, General Fund -\$9,602.02 **Total Cash Available - \$90,608.83.** Meg moved to accept the treasurer's report, Amy seconded and so voted.

Louis reported that our spending is in line for this point in the fiscal year. Brief discussion of purchasing new computer chairs - Allison will get cost information to make sure the purchase will fit within the equipment budget. Discussion of allocation of stocks and bonds in our investment account total; consensus that 70/30 for stocks/bonds makes sense for the library.

**Librarian's Report:** Circulation: 1981 Attendance: 1283 Website Visits :38575

ILLs: 11 sent/48 borrowed Computer usage: 171 One Click: 3 new/ 99 circs +

- I've started booking programming for the summer. I'm pleased to say that we have two Vermont Humanities Council programs booked and we are looking for at least one author to host an author talk/book signing evening.
- The Adult Book Club met on January 20<sup>th</sup> to discuss "The Wind is Not a River" with an attendance of 5. We will meet on February 24<sup>th</sup> to discuss "Being Mortal."

**Youth Services Librarian's Report:** Total juvenile program: 6; Total attendees, 18 kids and 19 adults=37 attendees: total family programs: 1 with 15 kids and 7 adults = 22 attendees; total outreach programs: 2

- We had a great half day event -- Felt Fairy Houses. Families enjoyed the activity and kids got creative with the materials that were available.
- Lots of great compliments regarding the youth collection. Families appreciate the vast collection of audio books for youth and teens. "They are so useful for my reluctant readers," said a parent.

Brief discussion of Susan Lawrence's request to the town to install overhead electrical service to her new restaurant - in place of service that had gone to the former Pike house in the past. No objection unless our service or our fiber line (which is underground from the nearest southside

pole on Beaver Street) would be disturbed. Allison asked that Green Mountain Power notify here of any service interruption so that she can notify the Fiber Connect staff.

6:50 PM Meg moved, Louis seconded that the Board and Allison enter executive session for the purpose of discussing employee performance evaluations. So voted.

7:13 PM out of executive session.

Brief update from Allison about the Friends volunteering to help with shelving and programs.. a great help.

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Meeting adjourned at 7:15 p.m. (moved by Meg, seconded by Louis and so voted)

Respectfully submitted,

Meg Streeter, Secretary