

Pettee Memorial Library Trustee Meeting

January 10, 2023

5:00PM in the Library

agenda

Present: Carolyn Palmer, chair; Marie Paige, secretary; Monique Johnson, Allison Maynard , Angela Yakovleff

Meeting called to order: 5:03pm

Potential addition of items to the agenda; petitions for trustees, employee performance

Public Comments:

Secretary's Report: December 13, 2022

Monique made a motion to accept the December report.

Carolyn seconded the motion.

All approved.

Treasurer's Report: December 2022

Marie made a motion to accpet the December report.

Monique seconded the motion.

All approved.

Librarian's Report: December 2022

Pettee Memorial is officially a 3-star library from IMLS.

Youth Librarian's Report: December 2022

Executive Session: 5:51 pm

Marie made a motion to go in to executive session to discuss employee performance

Monique seconded the motion.

All approved.

6:56pm Out executive session

Meeting adjourned: 6:57pm

Monique made a motion to adjourn.

Carolyn seconded the motion.

All approved.

Next Meeting: February 14, 2023

Reports attached

Respectfully submitted by Marie Paige, secretary

**PETTEE MEMORIAL LIBRARY
TREASURER'S REPORT
December 31, 2022**

	Total	General Fund	Revitalization Fund
Cash available as of December 31, 2022:			
General Fund Checking	\$ 111,490.62	\$ 111,490.62	
Revitalization Fund Checking	163,098.44		\$ 163,098.44
Total Cash Available	<u>\$ 274,589.06</u>	<u>\$ 111,490.62</u>	<u>\$ 163,098.44</u>
Friends of the Library	\$ 7,785.67	\$ 7,785.67	
Unexpended Grants	944.47	944.47	
Credit Card Payable	1,218.39	1,218.39	
Payroll Taxes Payable	2,099.10	2,099.10	
General Fund	39,814.36	39,814.36	
Renovation Fund	131,228.51	59,628.63	\$ 71,599.88
Town Capital Fund	1,803.91		1,803.91
Endowment Funds	89,694.65		89,694.65
	<u>\$ 274,589.06</u>	<u>\$ 111,490.62</u>	<u>\$ 163,098.44</u>

General Fund Balance 6/30/22	\$ 26,536.57
Current Year Income (Loss)	13,277.79
General Fund Balance	<u>\$ 39,814.36</u>

December 13th Director's Report

November's Statistics:

Circulation: 1,106
Website visits: 6,651
Computer usage: 79

Attendance: 1,180
ILLs: 56 borrowed/56 loaned
Palace: 45 circs /1 new patrons

- On December 21, Book Club met to discuss *The Personal Librarian*. We had a combined total of 8 attendees, both virtual and in person. We will be meeting again on January 18th to discuss the nonfiction book *The Woman They Could Not Silence* by Kate Moore.
- I attended a webinar about integrating sustainability into strategic planning.
- The Winterplace Festival will be taking place on February 11th and the library will attend again as a form of outreach.
- Much of my time this month was spent trying to get people to answer phone calls and emails. Contractors, service people, getting questions answered... Not easy in December!
- When not serving patrons, we spent much of our desk time working on pre-renovation work. We are systematically pulling books and adding genre stickers. I've been going through our supplies and files, looking to see what can toss or rehome, as well as identifying what will need to stay behind the circulation desk.
- I got a note from Demco letting us know that they have received a shipping date from their suppliers, so all of the furniture is on the way to them. They still will not give me an install date yet.
- I have started working on employee evaluations and will have preliminary drafts available on Tuesday.

Respectfully submitted,

Allison Maynard

Youth Librarian Report
December, 2022

Storytime	Kids	Adults
December 5	2	2
December 12	3	3
December 19	3	2
December 26	Library closed	

December was a busy month. We had lots of families and visitors in to look at books, build with Legos (still a very popular, well used section,) and enjoy the library.

Beaver Brook Preschool 2/3 year olds visited twice in December. The olders (4/5 year olds) visited once. They will continue to visit the first Thursday of each month. I am coordinating stories with their themes and curriculum.

Beaver Brook	Kids	Adults
December 7	8	2
December 8	12	1(4/5 year olds)
December 21	12	3

Due to weather I had to cancel the **pajama party storytime**. I plan to reschedule it on January 20 when the kids have the school day off.

The **Vacation Fun Afternoon** was well attended. We had **11 Kids** and **4 Adults**. We read stories, made a fun craft-(a "snowball"/mini marshmallow shooter,) and had popcorn while watching a movie, Wonder Park.

I am beginning to plan one special activity monthly through May. I am hoping to pull more families into the library to take advantage of all we offer.

Thanks to Jennifer for covering storytime for me on Dec. 12 when I was away. Doing the Reindeer Hokey Pokey was a hit!

I've continued to contact patrons who have had books checked out for extended periods in an effort to have these books returned. Some have dropped books off. Every return helps so I don't have to reorder. Although I managed to recover a few of the long over due books, I am still working on having others returned.

I have been reorganizing the juvenile non-fiction to make them more accessible and plan on how the youth section will be arranged once we renovate.

Respectfully submitted,
Angela Yakovleff