

Pettee Memorial Library Trustee Meeting 2/14/23 5:00PM in the Library

Present: Carolyn Palmer, Chair; Louis Clark, Treasurer; Monique Johnson, acting secretary; Chrystal Holt, Allison Maynard, Angela Yakovleff

Meeting called to order 4:57 PM

Addition to agenda: Added executive session to discuss performance reviews

Public Content: none

Secretary's report: 1/10/23: Louis moved to accept, 2nd by Carolyn, All approved.

Treasurers report 1/10/23:

Financial statement read. Discussed computer and equipment line items; the new projector included here should be included under renovation. Under building and grounds: the new bottle filler included here, but there was a grant for this. \$131,000 net in the renovation fund is included in the amount from the Town.

Allison reports that the Vt Dept of Libraries has some old pre-ARPA funds that need to be distributed, and they are looking for projects ready to go. Since our renovation is fully funded, it is not eligible for these funds. However heating and cooling were not included in the renovation, but could easily be done at the same time. The Vt Dept of Libraries will do a needs assessment for this.

Microsoft is now charging for some of the programs on the new computer, so there is now a monthly expenditure for this.

Carolyn asked to accept the treasures report, motion by Chrystal, 2nd by Monique. All accepted.

Librarians (Directors) report:

Allison has met with the electrician and lighting designer. Flex rail lighting was suggested along with a larger fan with uplighting to reflect off the ceiling. Also LEDs on the perimeter moldings, also uplighted to reflect off the ceiling.

Youth Librarian's report: We've received approval for Storywalks at Molly Stark Park this summer

Called to executive session at 5:31 PM to discuss performance reviews. Out of executive session at 5:51PM

Adjourned at 6:10 PM Motion made by Carolyn, 2nd by Monique, all approved.

Reports attached.

Respectfully submitted by Monique Johnson, acting secretary

**PETTEE MEMORIAL LIBRARY
TREASURER'S REPORT
January 31, 2023**

	Total	General Fund	Revitalization Fund
Cash available as of January 31, 2023:			
General Fund Checking	\$ 99,221.21	\$ 99,221.21	
Revitalization Fund Checking	163,112.29		\$ 163,112.29
Total Cash Available	<u>\$ 262,333.50</u>	<u>\$ 99,221.21</u>	<u>\$ 163,112.29</u>
Friends of the Library	\$ 7,785.67	\$ 7,785.67	
Unexpended Grants	944.47	944.47	
Credit Card Payable	131.82	131.82	
Payroll Taxes Payable	1,363.54	1,363.54	
General Fund	29,560.68	29,560.68	
Renovation Fund	131,040.99	59,435.03	\$ 71,605.96
Town Capital Fund	1,804.06		1,804.06
Endowment Funds	89,702.27		89,702.27
	<u>\$ 262,333.50</u>	<u>\$ 99,221.21</u>	<u>\$ 163,112.29</u>

General Fund Balance 6/30/22	\$ 26,536.57
Current Year Income (Loss)	3,024.11
General Fund Balance	<u>\$ 29,560.68</u>

February 14th Director's Report

December's Statistics:

Circulation: 1,045

Website visits: 6,726

Computer usage: 85

Attendance: 1,324

ILLs: 98 borrowed/57 loaned

Palace: 54 circs /5 new patrons

- January flew by in the blink of an eye!
- The Friends will be selling breakfast items at Town Meeting and raffling off a basket as a fundraiser for the library. If anyone would like to make a baked good to sell, please let me know and have it ready to drop off at the library March 6th or at the old high school before 9 am on March 7th. Also, if you would like to donate something to the raffle basket, this year's theme is eco-friendly. The Friends will be assembling the basket on Monday, February 27, so please drop off items before then.
- The library helped host the Winterfest event at Hayford Field on Saturday. The weather was perfect and many families turned out to enjoy the snow! The library created the games for kids to play, which included Snowshoe Soccer, a Snow Treasure Hunt, Snow Coloring (an annual favorite), and Toss the Snowball in the Bucket.
- I have completed staff evaluations.
- We are working on a gardening series of workshops set for the spring.
- I attended the ARPA and MERP meeting at the Old School. Various heads of agencies from Montpelier were in attendance to discuss money available for projects. The state librarian was there to talk about two different funding opportunities that we may be able to take advantage of.
- I've attended two webinars discussing performance reviews and one online meetup of the sustainable libraries cohort in the past month.
- Book Club met on January 18 to discuss *The Woman They Could Not Silence*. We had an attendance of 8 in the hybrid meeting. We are meeting on February 15 to discuss *Murder Below Stairs* by Jennifer Ashley. March's book club will discuss *Women Talking*, which was just released in movie theaters. We are thinking about doing a night out to see the movie after we read the book.
- Preparation for renovation continues. I've met with the lighting designer and Doug Swanson recently.

Respectfully submitted,

Allison Maynard

Youth Librarian Report
January, 2023

Storytime	Kids	Adults
January 2	No attendance	
January 9	Closed no electricity	
January 16	Closed MLK Day	
January 23	Closed Snowstorm	
January 30	4	3

What a difficult month for storytime! We had parents who thought we were closed on January 2 in spite of posting and e-mails to the contrary. Kids were still on school vacation. A host of conditions beyond our control led to no storytime program on two Mondays. The last week we did have a new child join the group. She has been a regular attendee and visits the library regularly a couple of times a week.

I met with my **Booktalking** student on January 9 and January 30. We had an excellent book discussion on The Running Dream, did some writing, and chose books for the upcoming months. We will be meeting once a month ongoing. I will again promote the program in hopes of building the group once the renovations are complete.

Due to illness Beaver Brook Preschool 2/3 year olds visited only once in January. We have scheduled visits every other week through the spring. The olders (4/5 year olds) attended once in January.

Beaver Brook	Kids	Adults
January 5	8	1 (4/5 year olds)
January 11	11	3
January 25	canceled by Beaver Brook	

I met with my **Booktalking** student on January 9 and January 30. We had an excellent book discussion on The Running Dream, did some writing, and chose books to read through the spring. Once renovations are complete I will readvertise the program in hopes of getting additional members. We meet once monthly.

I held the **pajama party storytime** on January 20. There were 5 kids and 5 adults. All of the kids came in their jammies and brought their stuffies. We listened to several stories, sang some songs, and had a snack.

I applied for and was granted approval to hold storywalks at Molly Stark State Park this summer. We will move to the park from July 10 through August 28.

I attended an informational meeting on this year's summer reading program. The theme is All Together Now. There will be an all day symposium late in March. I have begun planning and ordering books to use for the program.

A few more long over due books came back. I am still contacting patrons as I find titles that need to be returned.

I will be attending two upcoming webinars on cataloging offered by the State Libraries.

Respectfully submitted,
Angela Yakovleff