

Pettee Memorial Library Trustee Meeting

March 21, 2023 agenda

5:00 PM in the library

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

Meeting called to order: 5:00pm

Potential addition of items to the agenda

Public Comments

Election of officers, determination of meeting times

Monique made a motion that the slate of officers remain the same.
Marie seconded the motion.

All approved

Meeting will remain the second Tuesday of the month at 5pm in the library

Secretary's report: February 14

Chrystal made a motion to accept the February report.

Carolyn seconded the motion.

All approved.

Treasurer's Report: February

Marie made a motion to accept the February report.

Monique seconded the motion. February

All approved

Librarian's report: February

Youth Librarian's report: February

Next meeting ; April 11 at the OSEC meeting room at 5pm

Meeting adjourned: 5:40pm

Marie made a motion to adjourn.

Chrystal seconded the motion.

All approved.

Reports attached.

Respectfully submitted by Marie Paige, secretary

March 14th Director's Report

February's Statistics:

Circulation: 1,086
Website visits: 5,451
Computer usage: 84

Attendance: 1,196
ILLs: 107 borrowed/42 loaned
Palace: 43 circs /3 new patrons

- We have an official closing date (for now)! We will close on April 3rd. That first week will be for us moving books and packing up the upstairs. Construction will begin on April 10th with demolition. Doug Furlon has been great to work with and is coordinating all the subcontractors to make sure that they are on board for that time.
- I'm working on coordinating what will need to be done before we close (canceling newspapers, courier, etc.) and then organizing the book, furniture, and office moving for the week before the work begins.
- I'm compiling a list of volunteers to help with moving books on Thursday, April 6th. Please feel free to invite anyone you know to help.
- I'm attaching to my email the sketch that Hope Phelan has sent me for the Young Adult room. The cost for the mural is \$2000.
- On April 3rd I will attend the annual Vermont Library Conference in Burlington.
- The Friends of the Library hosted a table at Town Meeting with a raffle basket and selling coffee, tea, and baked goods. Altogether, they raised \$348 for the library.
- I attended multiple online webinars, including "Cataloging Non-traditional Items," "Needs Assessment for Library Capital Projects," the Sustainable Libraries working group, and the all day "Big Talk for Small Libraries," hosted by the Nebraska Library Commission.
- Town Meeting went well, with no discussion for our capital fund.
- I am working on our annual report for the Vermont Department of Libraries.
- There are several small grants that I will be applying for this month.
- We had a staff meeting at the end of February that covered sustainability, upcoming events, and the renovation.

As a group, we decided to participate in the Drawdown Eco Challenge and committed to taking at least a five minute walk every day.

We also decided to try to tie our sustainability initiative into a reopening celebration.

- I've invited Rotary to have a meeting at the library after we reopen so that they can see the changes they've helped make.
- I would like for us to plan a celebration for when we reopen, making sure to invite everyone that donated and helped us make this possible!
- Please come by the Whitingham Municipal Center on March 19 to listen to Irish stories!

Respectfully submitted,

Allison Maynard

Youth Librarian Report

February, 2023

Storytime	Kids	Adults
February 6	4	3
February 13	1	1
February 20 Closed Presidents' Day		
February 27	5	3

Booktalking we've put on hold until after renovations are complete.

Beaver Brook Preschool	Kids	Adults
February 8	8 (youngers)	2
February 2	9 (olders)	1

We showed the **movie**, Lady and the Tramp. There were **3 kids and 3 adults** in attendance.

I have been offering **craft bags** once monthly. There were **2 kids who signed up** to receive them. I prepared **6 additional bags** for patrons to take and make on a first come first serve basis.

I signed up for four **webinars** so I could receive the links since I had groups when they were offered. There is a series about cataloging and another about the summer reading program.

Tricia Manzke and I met to exchange some **Golden Dome books** and talk about possible partnering on programs. We'll have one more book exchange before the kids vote for this year's winner.

Respectfully submitted,

Angela Yakovleff

**PETTEE MEMORIAL LIBRARY
TREASURER'S REPORT
February 28, 2023**

	Total	General Fund	Revitalization Fund
Cash available as of February 28, 2023:			
General Fund Checking	\$ 26,821.87	\$ 26,821.87	
Revitalization Fund Checking	163,124.80		\$ 163,124.80
Total Cash Available	<u>\$ 189,946.67</u>	<u>\$ 26,821.87</u>	<u>\$ 163,124.80</u>
Friends of the Library	\$ 7,360.67	\$ 7,360.67	
Unexpended Grants	944.47	944.47	
Credit Card Payable	112.64	112.64	
Payroll Taxes Payable	1,395.92	1,395.92	
General Fund	17,890.36	17,890.36	
Renovation Fund	70,729.26	\$ (882.19)	\$ 71,611.45
Town Capital Fund	1,804.20		1,804.20
Endowment Funds	89,709.15		89,709.15
	<u>\$ 189,946.67</u>	<u>\$ 26,821.87</u>	<u>\$ 163,124.80</u>

General Fund Balance 6/30/22	\$ 26,536.57
Current Year Income (Loss)	<u>(8,646.21)</u>
General Fund Balance	<u>\$ 17,890.36</u>