

Pettee Memorial Library Trustee Meeting

April 12, 2023

5:00PM at OSEC

agenda

Present: Carolyn Palmer, chair; Louis Clark, treasurer; 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

Secretary's Report: March

Chrystal made a motion to approve the minutes.

Monique seconded the motion.

All approved.

Treasurer's Report: March

Chrystal made a motion to approve the minutes.

Monique seconded the motion.

All approved.

Librarian's Report:

Youth Librarian's Report:

Meeting adjourned: 5:32pm

Chrystal made a motion to adjourn.

Louis seconded the motion.

All approved.

Next Meeting: May 9th at OSEC at 5pm

Reports attached.

Respectfully submitted by Marie Paige, secretary

April 11th Director's Report

March's Statistics:

Circulation: 1,937

Attendance: 1,508

Website visits: 6,507

ILLs: 39 borrowed/46 loaned

Computer usage: 88

Palace: 35 circs /1 new patrons

- Moving the adult books downstairs went very smoothly. We had about twenty volunteers come on Thursday morning, with others coming later in the day and Monique coming on Friday to help me finish cleaning out the Margaret Greene Room. The most amazing part is that you can still walk downstairs!
- The existing hardwood floor was deemed too damaged to be repairable. Very kindly, Chris Zizza (on behalf of the Friends of the Valley) is donating a new hardwood to us.
- Everything is out of the upstairs! The carpet and bookshelves are gone, as is the circulation desk. The electricians have begun work and painting should begin at the end of this week.
- We were able to donate the two desktops that we will no longer use to Voices of Hope for their clients to use. They will use them for telehealth, Zooming into online meetings, and reaching out to family.
- We received an estimate from Nido's for a new furnace with air conditioning coil for \$17,500. I have spoken to Jessica Roberts, who is writing the MERP grant for the town, and the library building has been identified as a priority for funding with this grant. We would also ask for new windows downstairs as a step in making the library building more efficient.
- A fun statistic I'd love to share: Between April 1st and April 2nd, we circulated 320 items. For scale, the circulation for entire month of March (which was one of the busiest months we've had in a while) was 1,617. There was a lot of stocking up happening prior to us closing!
- Our Spring Gardening Series is coming along nicely. Shelly had an audience of 5 people in the OSEC meeting room. She was competing against a basketball game, tae kwon do, and an Easter event - all at OSEC at the same time. Unfortunately, Ann McEntee has had to cancel her event on April 20th, but we are rescheduling her for fall. We are hoping to add Carol Mcgranaghan and her program "Wild Edibles and VT History from an Abenaki Perspective" in mid-June.
- Angela and I attended VLA in Burlington last week and had a great time learning! We came home with a lot of great ideas.

Respectfully submitted,

Allison Maynard

Youth Librarian Report

March, 2023

Storytime	Kids	Adults
March 6	3	3
March 13	2	1
March 20	2	2
March 27	4	3
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Beaver Brook Preschool	Kids	Adults
March 30	9 (olders)	1

Many thanks to Jennifer for taking on storytime when I was away.

Beaver Brook came at the end of the month so the older kids would have one more time at the library before we closed. The director is on maternity leave so the younger group will probably not come before summer. I have reached out to them and will again once we have an opening date.

Craft bags went out on March 16. They were very slow to be picked up and since we will be closed all of April I've decided not to send any out during this time. I'm watching weather and may have a "pop-up" outdoor activity.

I joined a day long **webinar on the summer reading**. There were some great ideas that I'm looking into. Since this is not just a children's program I'd like to have offering that are more community based.

I signed up for a program based on community and citizenship, **the Good Citizen Challenge**. "Good Citizen Challenge is basically a bingo-like scorecard of citizenship activities for kids, things like writing letters to the local paper, picking up trash in a public place, visiting town or state historical sites, organizing a donation drive, checking something out at your local library, etc." Once I get materials in May, I hope to work with the elementary and middle schools to offer a program once a week for a month during the summer. I think this may be a way to offer kids specific multi-age community/civics based activities in a fun activity based setting. It is sponsored by Seven Days and KidsVT newspapers. Many libraries have signed on.

Save July 6 at 11:00 AM. I've invited Ed Pop back after some time with his **Flea Circus!** It was very well received when he was here several years ago. The performance is really fun for all ages, but especially for kids.

The **Tasha Tudor Society** contacted me again this year and is hoping to collaborate on a summer storywalk. I will be meeting with Amy Tudor to plan soon.

I've applied for a non-competitive **Winnie Bell Grant**. The \$500.00 award will be used to purchase backpacks and materials for kits to circulate. My plan is for two STEAM, two art, and two world cultures based backpacks that can be checked out with supporting books and activities.

As part of our gardening series, I've been in touch with a woman who will present **a workshop on Wild Edibles and VT History from an Abenaki perspective**. This will be in June.

Allison and I attended the **VLA conference**, actually in April, so more on that next month.

There's lots going on and much planning to be done.

Respectfully submitted,

Angela Yakovleff

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

	Total	General Fund	Revitalization Fund
Cash available as of March 31, 2023:			
General Fund Checking	\$ 100,215.01	\$ 100,215.01	
Revitalization Fund Checking	163,138.66		\$ 163,138.66
Total Cash Available	<u>\$ 263,353.67</u>	<u>\$ 100,215.01</u>	<u>\$ 163,138.66</u>
Friends of the Library	\$ 7,728.67	\$ 7,728.67	
Unexpended Grants	944.47	944.47	
Credit Card Payable	1,317.31	1,317.31	
Payroll Taxes Payable	1,169.79	1,169.79	
General Fund	73,252.96	73,252.96	
Renovation Fund	75,419.34	3,801.81	\$ 71,617.53
Town Capital Fund	13,804.35	12,000.00	1,804.35
Endowment Funds	89,716.78		89,716.78
	<u>\$ 263,353.67</u>	<u>\$ 100,215.01</u>	<u>\$ 163,138.66</u>

General Fund Balance 6/30/22	\$ 26,536.57
Current Year Income (Loss)	46,716.39
General Fund Balance	<u>\$ 73,252.96</u>