

## **Pettee Memorial Library Trustee Meeting**

**September 12, 2023**

5:00PM at the Library

agenda

**Present:** Carolyn Palmer, chair; Louis Clark, treasurer; Marie Paige, secretary; Chrystal Holt, Monique Johnson, Allison Maynard, Angela Yakovleff

**Meeting called to order:** 5pm

**Potential addition of items to the agenda:**

Friday, September 29th 4-6pm community farewell for Allison at the library.

**Public Comments:**

**Secretary's Report:** August

August minutes subject to approval at the October meeting.

**Treasurer's Report:** August

Marie made a motion to accept the August report.

Carolyn seconded the motion.

All approved.

**Director's Report:** August

Posting update for circulation clerk

Applications have been received.

**Youth Librarian's Report:** August

**Director's position:**

Marie made a motion to offer Kyrra Howard the position of interim director.

Chrystal seconded the motion.

All approved.

**Remaining renovations to be completed**

Projector and speakers need to be mounted.

**Meeting adjourned: 6:02pm**

Chrystal made a motion to adjourn.

Monique seconded the motion.

All approved.

**Next Meeting:** October 10th at 5pm in the library

Reports attached

Respectfully submitted by Marie Paige, secretary

## September 12<sup>th</sup> Director's Report

### August's Statistics:

Circulation: 1,502  
Website visits: 8,516  
Computer usage: 100

Attendance: 2,733  
ILLs: 71 borrowed/35 loaned  
Palace: 58 circs /2 new patrons

- We had an attendance of 8 at our Book Club meeting to discuss *People We Meet on Vacation* by Emily Henry. We will meet on September 20<sup>th</sup> to discuss *The Weight of Air*, the pick for our yearly Recovery Month related discussion. We are happy to work with Voices of Hope again. The book for October will be the Vermont Humanities' Vermont Reads pick *Last Night at the Telegraph Club*. Discussion will be on October 25.
- The Soup Stroll will be held on September 22 and once again Pettee Library will be a stop on the stroll. I am reaching out to the Friends to help man the table.
- The August Village Stroll
- There were no sign ups for the August 17<sup>th</sup> wreath making DIY activities. I have saved the supplies so that the workshop can be offered again.
- Eight people attended the DIY Lavender Lotion workshop. It was an easy craft that we all enjoyed making. It would have been hard to have a bigger attendance, as we had to take turns using the microwave and the mixer.
- Overall, the DIY programs were quite successful and probably should be continued. People have had ideas for more things they would like to learn, like recycled card making (hosted by Monique, perhaps?). We have purchased a few things for these – such as an electric hand mixer, double boiler, and baking sheets. I used my own propane stove for the beeswax wraps, which worked well, however it meant that we *had* to host the activity outside. In the future, the library might consider purchasing a toaster oven and portable induction burner for these events so that they might be held indoors.
- One of my last duties will be to host the Windham County librarians' meeting on September 26. This will be our first in-person meeting since COVID and we have never hosted before (at least in the last ten years). I can't wait to show off the renovation to my fellow librarians. Also, in the afternoon, we will be hosting a get together for local youth services librarians.
- It is hard to believe that this, my 125<sup>th</sup> monthly report will be my last. My talent as a writer cannot match the depth of my feelings about Pettee Library. I started here ten years ago with no library experience and huge butterflies in my stomach. At Pettee, I discovered my passion for librarianship. I received my Vermont Certification of Librarianship, then went on to earn my Masters in Library and Information Science. During that time, I also got married and had my child. I have made some amazing friends – some patrons, some trustees, and all our current staff members, who are more like my family. I will miss you all dearly. Be assured that you will not be rid of me. I will be visiting more than you can stand!

Respectfully submitted,

Allison Maynard

Youth Librarian Report  
August, 2023

<b>Storytime</b>	<b>Kids</b>	<b>Adults</b>
August 7	9	8
August 14	4	4
August 21	7	7
August 28	5	4

During August **StoryWalk** was well attended and lots of fun. We had several families who were visiting but had been last year and were anxious to return. Numbers were up overall.

**Lunch Bunch** had only **one** regular attendee. She has been involved for several years and was positive and promoted the program to friends, but was unable to convince others. If I offer the program or a variation next year I hope to first promote it at the school as in the years before covid.

During the **Blueberry Block Party** the line was long for **face painting!** All ages waited to have a special design painted. I don't have numbers unfortunately. The women whom Allison hired was terrific. She kept the line moving and all left with smiles.

The **Village Stroll theme of Midsummer Day's Dream** brought many people to the library table where they could make fairy head wreaths. It was extremely popular. We ran out of materials before the end.

Although **Three kids** signed up at the library for the **Good Citizen Challenge, none of them followed through.** I offered a pop-up visit to the town office and historical society to work towards the Bingo that they needed to complete by September 4, but no one signed up or showed up.

There were **38** participants in our **summer reading program.** The reading tree at the back entrance has titles that patrons read. We didn't quite finish coloring in all of our collage showing the number of books read, but I plan to keep it going. I'll be picking names for gift certificates for Bartleby's in each of the four age categories this week.

Looking forward I am hoping to offer a couple of short term after school programs and a couple of family programs. I hope we can continue the DIY programming also.

Respectfully submitted,  
Angela Yakovleff

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

	Total	General Fund	Revitalization Fund
Cash available as of August 31, 2023:			
General Fund Checking	\$ 8,245.85	\$ 8,245.85	
Revitalization Fund Checking	147,169.99		\$ 147,169.99
Total Cash Available	<u>\$ 155,415.84</u>	<u>\$ 8,245.85</u>	<u>\$ 147,169.99</u>
Friends of the Library	8,741.01	\$ 8,741.01	
Unexpended Grants	1,244.47	1,244.47	
Credit Card Payable	1,107.76	1,107.76	
Payroll Taxes Payable	1,712.79	1,712.79	
General Fund	990.90	990.90	
Renovation Fund	26,087.53	(5,551.08)	\$ 31,638.61
Town Capital Fund	9,848.09		9,848.09
Endowment Funds	105,683.29		105,683.29
	<u>\$ 155,415.84</u>	<u>\$ 8,245.85</u>	<u>\$ 147,169.99</u>

General Fund Balance 6/30/23	\$ 27,901.26
Current Year Income (Loss)	<u>(26,910.36)</u>
General Fund Balance 6/30/23	<u><u>\$ 990.90</u></u>