

## Pettee Memorial Library Trustee Meeting

October 10, 2023

5:00PM in the Library

agenda

**Present:** Carolyn Palmer, chair; Louis Clark, treasurer; Marie Paige, secretary; Monique Johnson, Kyrra Howard, and Jennifer Razee

**Meeting called to order:** 5:06 pm

**Potential addition of items to the agenda:** Linda's memorial, budget

A plaque for Linda will be mounted in an appropriate spot in the library.

**Public Comments:**

**Secretary's Reports:** August, September 12, September 28 executive session

August 8th as written

Louis made a motion to accept the minutes.

Monique seconded the motion.

All approved

September 12- amended

Include with extreme regret, the board accepted Allison's letter of resignation

Monique made a motion to approve the minutes.

Louis seconded the motion.

All approved.

September 28

Monique made a motion to approve the minutes.

Marie seconded the motion.

All approved.

**Treasurer's Report:** September

Marie made a motion to accept the September report.

Monique seconded the motion.

All approved.

**Librarian's Report:**

**Youth Librarian's Report:**

**Remaining renovations to be completed:**

Brandon is working to coordinate with an electrician to mount the projector and screen.

Kyrra has a call out for the stucco work down in the children's room.

Camera over the desk is blurry. Kyrra will contact Swan Electric.

**Executive Session** called at 6:00pm

6:52 pm out of executive session.

Carolyn made a motion to offer Kyrra Howard the position of Library Director effective November 1.

Mongique seconded the motion.

All approved.

**Meeting adjourned:**6:53pm.

**Next Meeting:** November 14 in the library at 5pm

Reports attached

Respectfully submitted by Marie Paige, secretary

## **Pettee Memorial Library Trustee Meeting**

September 28, 2023 agenda

5:45PM in the Library

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

**Meeting called to order:** 5:47pm

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

**Public Comments:**

**Went into executive session:** 5:48pm

**Executive Session** re: employee compensation

**Came out of executive session:** 6:02pm

Marie made a motion to offer a month-long interim director position to Kyrra Howard.

Louis seconded the motion.

All approved.

**Meeting adjourned:** 6:04pm

Chrystal made a motion to adjourn.

Monique seconded the motion.

All approved.

**Next Scheduled meeting:** October 10, 2023 at 5pm in the library

Respectfully submitted by Marie Paige, secretary.

**PETTEE MEMORIAL LIBRARY  
TREASURER'S REPORT  
September 30, 2023**

	Total	General Fund	Revitalization Fund
Cash available as of August 31, 2023:			
General Fund Checking	\$ 55,766.35	\$ 55,766.35	
Revitalization Fund Checking	167,182.30		\$ 167,182.30
Total Cash Available	<u>\$ 222,948.65</u>	<u>\$ 55,766.35</u>	<u>\$ 167,182.30</u>
Friends of the Library	8,105.26	\$ 8,105.26	
Unexpended Grants	1,244.47	1,244.47	
Credit Card Payable	5.14	5.14	
Payroll Taxes Payable	1,495.75	1,495.75	
General Fund	70,466.81	50,466.81	\$ 20,000.00
Renovation Fund	26,090.15	(5,551.08)	31,641.23
Town Capital Fund	9,848.91		9,848.91
Endowment Funds	105,692.06		105,692.06
	<u>\$ 222,948.55</u>	<u>\$ 55,766.35</u>	<u>\$ 167,182.20</u>

General Fund Balance 6/30/23	\$ 27,901.26
Prior year adjustments	<u>3,739.95</u>
	\$ 31,641.21
Current Year Income (Loss)	<u>18,825.60</u>
General Fund Balance 9/30/23	<u><u>\$ 50,466.81</u></u>

## October 10<sup>th</sup> Interim Director's Report

### September's Statistics:

Circulation: 967

Website visits: 6,616

Computer usage: 46

Attendance: 1,533

ILLs: 59 borrowed/49 loaned

Palace: 64 circs /x new patrons

- The Soup Stroll was held on September 22 and was well attended. The Friends are reaching out to the organizers about ideas to make next year even better.
- Book Club was held September 20<sup>th</sup> which was a discussion of *The Weight of Air*, the pick for our yearly Recovery Month related discussion. The October Book Club meeting will be on the 25<sup>th</sup> at 6pm and is the Vermont Humanities- Vermont Reads pick *Last Night at the Telegraph Club* by Malina Lo.
- The Friends are also working with us on upcoming events including:
  - Trunk or Treat at the Flea Market Grounds, October 21<sup>st</sup> (Rain Date October 28<sup>th</sup>) 4-6pm- They will be passing out free books.
  - Trick or Treat at the Library, October 31<sup>st</sup> 4-6:30pm
  - American Flatbread fundraiser January 23, 2024- Angela will work with the kids to help make posters and we will discuss more preparations for the event at the next meeting.
  - Trex Recycling Challenge- Bag pickup and distribution to area stores.
- Lynne Cannon Menges is our new Library Clerk. She will start this coming Wednesday. She has a lot of experience with books and publishing and we are very excited to have her on our team!
- On Friday October 6<sup>th</sup> I was able to attend the New Directors Summit hosted by the Vermont Department of Libraries in Barre. There were almost twenty Library Directors in attendance and we were able to learn about resources provided by VTLIB and meet their staff. This provided an opportunity to make contacts within VTLIB and find directors who have a library size like our own. There were small group discussions as well that focused on "Long-term planning" and "Working with Trustees and Friend Groups."
- We are planning a Hocus Pocus double feature with Allison at the Dover Library. She is getting back to me about dates. I have called about hanging the projector screen.
- Potential monthly programs:
  - Teen Meeting
  - Crafterwork
  - Writers Group

Respectfully submitted,

Kyrra Howard

Youth Librarian Report  
September, 2023

<b>Storytime</b>	<b>Kids</b>	<b>Adults</b>
Sept 4	closed- Labor Day	
Sept 11	5	1
Sept 18	5	2
Sept 25	no participants	

**Beaver Brooks Olders**

Sept 14	6	2
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With the start of school our numbers are relatively flat. The “regular” storytime kids are attending Beaver Brook Preschool this year. I have coordinated with the director and teacher of the youngest kids so they come for our regular storytime. Right now they are bringing half the group one week and the other half the following week. After the first of the year they will most likely come twice a month with the whole group. I have begun posting storytime on our Facebook page again and have a poster at the entrance. The older group from Beaver Brook is coming once a month.

The library at the elementary school is not open to the kids this year yet. Tricia and I will not be able to work together on the Golden Dome Program as we usually do. I am thinking of offering an older kids’ read-aloud time once a week after school. I will incorporate some of these books. I haven’t yet set dates and program description. I am trying to build new programs to increase library use.

We picked names from those signed up for summer reading to receive Bartleby’s gift certificates. There was one name picked from each of four age categories. All gift certificates were picked up quickly and made for some pleased participants.

I attended the Youth Services meet-up hosted here at Pettee. There were a total of five attendees. We talked about our programs and ideas for increasing library visitation.

I have been working on putting together seven backpacks filled with thematic books and activities. The hooks are installed so we can have them check-out ready soon. I’ll put a notice up on Facebook letting kids know they’re available.

Allison and I are beginning to plan a double feature movie Hocus Pocus and Hocus Pocus 2 between our two libraries. No date has been set.

I will be away October 8-19. Jennifer will be covering storytime. On October 9 I've set up a visit to the firehouse since Fire Safety Week is Oct 8-14. The following week we will have storytime at the library as usual.

I plan 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