

Pettee Memorial Library Trustee Meeting

December 12, 2023

5:00PM in the library

agenda

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

Meeting called to order: 5:00pm

Potential addition of items to the agenda: Monique spoke to Tom Fitzgerald, chair of the town selectboard, to confirm that the library board and its individual members are covered under the town's policy per the Vermont League of Cities and Towns in the event of a suit against the board.

Public Comments

Secretary's Report: November 14

Louis made a motion to accept the November minutes.

Monique seconded the motion.

All approved.

Treasurer's Report: November

Marie made a motion to accept the report.

Monique seconded the motion.

All approved.

Director's Report: November

The Board gave Kyrra the go ahead to pursue signing up the library with Catamount Library Network. It will take about a year for us to start migrating our collection to the Network.

Youth Librarian's Report: November

With regret and appreciation for her work as the youth librarian, the board accepted Angela's resignation. The Friends of the Library are hosting a reception for patrons to come and wish Angela well from 4 pm to 6 pm on December 29 which is her last day.

Meeting adjourned: 5:50pm

Marie made a motion to adjourn.

Monique seconded the motion.

All approved.

Next Meeting: January 9, 2024 in the library at 5pm

Reports attached

Respectfully submitted by Marie Paige, secretary

December 12th - Director's Report

November's Statistics:

Circulation: 812	Attendance: 1,425
Website visits: 7,235	ILLs: 61 borrowed/33 loaned
Computer usage: 64	Palace: 47 circs /6 new patrons
New Patrons: 18	Adult Programs held: 9 /30 attendees

- There has been a lot of good feedback about our new and renewed programs! We have had locals and visitors come for our programs and it has allowed us to get new patrons in the door that have not been to the library before, like at our Crafternoon and Silent Book Club events.
- Both the Annual Report and our application for a Fiber Grant are being finalized to be submitted this week. Also, the furnace was cleaned on November 22nd.
- The Poetry Party kicked off again in November with 5 in attendance. Jennifer and the group have discussed the possibility of placing poems for another poetry walk and that is well under way.
- We had an attendance of 9 at our November Book Club meeting to discuss *Wish You Were Here* by Jodi Picoult. December 20th we will meet to discuss *The House in the Cerulean Sea* by TJ Klune.
- The Friends have been busy collecting donations for raffle baskets for the upcoming American Flatbread fundraiser scheduled for January 23, 2024. They have taken on the dog waste station in front of the library and will be picking up each Tuesday in conjunction with their shelving schedule. For our plastic recycling initiative, we have collected 156lbs of plastic bags towards our goal of 500lbs for a park bench. The notice in the newsletter and on Facebook have helped tremendously.
- I attended a Wilmington Works board meeting in November and got to know more about the group and their goals for the town. I will continue to participate in the Promotions committee in the future to help plan town events and promote library programs.
- The Meet and Greet went well on the first of December, and I was able to meet new people and learn more about the Friends in attendance. Afterwards, I was also contacted by Lauren Harkawik about an introductory article for the Deerfield Valley News, which came out this week.
- I have been in contact with a representative from the Catamount Library Network. They have given me a lot of information about how the group is managed, costs, and a list of recommendations to be able to join in the future. I can present this opportunity further at our meeting.
- Upcoming December Events-
 - Craft and Crochet- Every Tuesday at 2pm
 - Cookbook Club - Cookie Exchange on December 13th at 6pm
 - Writers' Group with Lynne on December 14th at 4pm
 - White Christmas Movie on December 15th at 6pm

- Book Club- *The House in the Cerulean Sea* by TJ Klune on December 20th at 6pm
- Crafternoon- Christmas ornaments, stocking stuffers, gift tags with Monique Johnson on December 18th at 4:30pm
- Angela's Retirement Party on December 29th from 4-6pm

Respectfully submitted,

Kyrra Howard

Library Director

Youth Librarian Report
November, 2023

Storytime	Kids	Adults
November 6	0	0
November 9	6	2 (Beaver Brook-Older group)
November 13	10	3 (Beaver Brook-younger group)
November 20	2	3
November 27	0	0

In partnership with Whitingham Public Library we showed the movie, Saving Face in Whitingham. This was part of the VT Reads 2023 Program. There were **4** in attendance.

The afterschool program has been enjoyed by all who attended. In this four week session, we had **4** in the K-2 group, snack cooking club. There was **1** in the 2-3 group, Relax with Read-aloud. Both of these programs will wrap up next week, Dec. 11 and 12.

The library offered an afterschool movie on the students' half day. We had **1** participant.

On November 17 the library offered a Teen Hang Out. There were no participants.

I attended four on-line conferences/seminars:

CliF Community Literacy Conference via Zoom.

Teen Summit. I am reviewing this information since there were some computer glitches and I had a program during the original broadcast.

NISE Solar Eclipse Event Planning for 10/14 and 4/8/2024.

(A recording can be viewed at this link. Participants were encouraged to watch. Resources from this online workshop are available at: <https://www.nisenet.org/onlineworkshop-Eclipse2023-2024>.)

Vermont Youth Book Awards Virtual Conference.

Respectfully submitted,
Angela Yakovleff

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

	Total	General Fund	Revitalization Fund
Cash available as of October 31, 2023:			
General Fund Checking	\$ 28,444.10	\$ 28,444.10	
Revitalization Fund	167,210.14	\$ 20,000.00	\$ 147,210.14
Total Cash Available	<u>\$ 195,654.24</u>	<u>\$ 48,444.10</u>	<u>\$ 147,210.14</u>
Credit Card Payable	1,241.04	1,241.04	
Friends of the Library	8,105.26	\$ 8,105.26	
Unexpended Grants	1,244.47	1,244.47	
Payroll Taxes Payable	2,273.37	2,273.37	
General Fund	43,706.99	43,706.99	
Renovation Fund	23,519.49	(8,127.03)	31,646.52
Town Capital Fund	9,850.56		9,850.56
Endowment Funds	105,713.06		105,713.06
	<u>\$ 195,654.24</u>	<u>\$ 48,444.10</u>	<u>\$ 147,210.14</u>

General Fund Balance 6/30/23	\$ 27,901.26
Prior year adjustments	<u>3,625.00</u>
	\$ 31,526.26
Current Year Income (Loss)	<u>12,180.73</u>
General Fund Balance 10/31/23	<u><u>\$ 43,706.99</u></u>