

Pettee Memorial Library Trustee Meeting

January 9, 2024

5:00PM in the library

agenda

Present: Carolyn Palmer, chair; Louis Clark, treasurer; Marie Paige, secretary; Chrystal Holt, Monique Johnson, Kyrra Howard- called in

Meeting called to order: 4:57pm

Potential addition of items to the agenda

Public Comments:

Secretary's Report: December

Louis made a motion to accept the minutes.

Monique seconded the motion.

All approved.

Treasurer's Report: December

Chrystal made a motion to accept the report.

Monique seconded the motion.

All approved.

Director's Report: December

Youth Librarian's Report: December

The Board appreciated Angela's good work through the month of December.

Youth Librarian search update:

If the information that Kyrra sends regarding each candidate is satisfactory, the Board will accept the director's recommendation to hire both candidates.

All approved.

Town report

Meeting adjourned: 6:11pm

Marie made a motion to adjourn.

Chrystal seconded the motion.

All approved.

Next Meeting: February 13, 2024 at 5:00pm

Reports attached

Respectfully submitted by Marie Paige, secretary

**PETTEE MEMORIAL LIBRARY
TREASURER'S REPORT
December 29, 2023**

	Total	General Fund	Revitalization Fund
Cash available as of December 31, 2023:			
General Fund Checking	\$ 22,058.95	\$ 22,058.95	
Revitalization Fund	167,224.34	20,000.00	\$ 147,224.34
Total Cash Available	\$ 189,283.29	\$ 42,058.95	\$ 147,224.34
Credit Card Payable	\$ 1,257.21	\$ 1,257.21	
Friends of the Library	8,105.26	8,105.26	
Unexpended Grants	1,244.47	1,244.47	
Payroll Taxes Payable	1,515.08	1,515.08	
General Fund	37,897.22	37,897.22	
Renovation Fund	23,688.92	(7,960.29)	\$ 31,649.21
Town Capital Fund	9,851.40		9,851.40
Endowment Funds	105,723.73		105,723.73
	\$ 189,283.29	\$ 42,058.95	\$ 147,224.34

General Fund Balance 6/30/23	\$ 27,901.26
Prior year adjustments	3,625.00
	<u>\$ 31,526.26</u>
Current Year Income (Loss)	6,370.96
General Fund Balance 12/31/23	<u><u>\$ 37,897.22</u></u>

January 9th - Director's Report

December's Statistics:

Circulation: 869	Attendance: 1,671
Website visits: 8,547	ILLs: 53 borrowed/33 loaned
Computer usage: 73	Palace: 44 circs /3 new patrons
New Patrons: 24	Programs held: 22 /91 attendees

- December was a month full of great programs and we had a lot of traffic through the library.
- Our Silent Book Club kicked off with 4 attendees at the Nutmeg. It is a beautiful space, and we enjoyed our time reading, snacking, and talking about what books everyone was reading.
- Our first Cookbook Club met and discussed our favorite Christmas cookie recipes. After sharing stories and recipes we had a variety of delicious cookies to sample and bring home. Our next meeting will be January 10th for a Pasta Making Demonstration with Joe Santosuosso.
- Book Club met on the 20th to discuss *The House in the Cerulean Sea* by TJ Klune. It was a fun and heartwarming read for December and next month we will be discussing *Maid* by Stephanie Land.
- We hosted the local chapter of the DAR at the library on December 9th in the Margaret Greene Room. I was able to share with them our upcoming events and services available at the library.
- In collaboration with Arthouse next door, we set up a table and helped youth create ornaments at their holiday market. They have a beautiful space, and I am excited to see what they have in store for the future.
- On Monday December 11th, staff met for a holiday get-together at Boyd farm to make a wreath or centerpiece.
- We have checked off another box for our Sustainable Libraries Initiative by converting the circulation desk to a sit and stand option. We are continuing to look at ways our library can work towards this goal in the new year with programs such as bike safety and composting.
- We were able to use our projector screen for our first movie showing with *The Grinch*.
- Although we did not have a lot of turnouts for our monthly Crafternoon, making cards and gift tags, and stocking stuffers with Monique was a lot of fun. I am hoping we can do a Valentine's Card making event with Monique in February.
- My Windham County Director's meeting was on the 19th and the biggest topic was the upcoming Eclipse event in April. I am working on planning for an event that day and have the glasses already.
- This month I had a meeting with a representative from Biblionix about cleaning up our records. There were over 13,000 records in our system for online resources that were no longer available from Overdrive. This will help with our application for the Catamount Library Network.

- At the end of the month we were able to give Angela a nice sendoff and I have been conducting interviews for the Youth Librarian position.
- Weeding and organizing has been a large part of December. There were DVDs and Books on CD that had not been out in over 5 years, so we are making space for new materials for patrons to enjoy.
- The Friends are meeting January 8th to put together the raffle baskets for the upcoming American Flatbread fundraiser scheduled for January 23, 2024. They took on the dog waste station in front of the library and pickup has gone smoothly.
- For our plastic recycling initiative, we have collected 388lbs of plastic bags towards our goal of 500lbs for a park bench. We have until the end of January to collect the last 112lbs, and we are well on our way.
- Planning for Summer Reading Program is underway. I have discussed a nutrition program with a UVM Extension representative and started planning some other programs.
- Upcoming Events-
 - Craft and Crochet- Every Tuesday at 2pm
 - Cookbook Club – Pasta Making Demonstration on January 10th at 6pm
 - Writers’ Group with Lynne on January 11th at 4pm
 - Crafternoon- Puzzle Piece Magnets on January 15th at 4:30pm
 - Book Club- *Maid* by Stephanie Land on January 17th at 6pm

Respectfully submitted,

Kyrra Howard

Library Director

Youth Librarian Report
December, 2023

Storytime	Kids	Adults
December 4	0	0
December 11	cancelled and rescheduled	
December 14	6	2 (Beaver Brook Preschool olders)
December 18	cancelled and rescheduled	
December 19	12	3 (Beaver Brook preschool youngers)
December 25	holiday Library closed	

December 20 Relax with Read-aloud make up session **1** participant.

On December 8 the library offered a Teen Hang Out. There were no participants.

The afterschool Snack Cooking Club was rescheduled for December 19. Unfortunately one child's parent was ill and the mom who transports the other three kids had an unexpected meeting called. We decided not to reschedule because the kids would be on vacation. They had started cookbooks, so I will complete them and arrange a time for them to be picked up.

I completed preparation of seven themed backpacks(2 STEAM, 2 Art and Architecture, 2 multi-cultural, 1 Nature Explorer) for circulation. These were purchased with the Winnie Bell Grant the library received. Kyrra will be cataloguing them to be checked out. I had hooks put up to hang them from a few months ago.

I put in my final youth book orders, and books are on the shelves.

I was invited to and attended a Winter Solstice Celebration with the Beaver Brook Older group on Dec. 21.

The library showed a holiday movie, The Grinch, on December 22. There were **3** kids and **3** adults in attendance.

I want to express my thanks to the trustees for their continued support over these years.

Respectfully submitted,
Angela Yakovleff