

Pettee Memorial Library Trustee Meeting Minutes

February 13, 2024

5:00 PM at the library

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

Called to order: 5:03pm

Potential addition of items to the agenda:

C C Haynes Trusteeship

Discussed the statemnent below

Pettee Memorial Library Trustees agree to also become the Trustees of the C. C. Haynes Fund. They agree to facilitate programs “for the benefit of agriculture” and programs “they may deem advisable to imprve the morals of the people of said town” as Clinton C. Haynes originally directed with his bequest to Wilmington.

Chrystal made a motion for the library board to become the trustees of the CC Haynes Fund.

Louis seconded the motion.

All approved.

Building Updates

- Exit sign on side door
- Downstair’s masonary

Chrystal made a motion to accept both estimates

Monique seconded the motion.

All approved.

Public Comments

Secretary’s report: January 9

Chrystal made a motion to accept the January minutes.

Monique seconded the motion.

All approved.

Treasurer's report: January

Grants - Louis shared information from a webinar he attended.

Chrystal made a motion to accept the January report.

Monique seconded the motion.

All approved.

Director's report: January

Telescope lending policy

Louis made a motion to accept the policy as written.

Marie seconded the motion.

All approved.

Youth Librarian report: January

Next meeting: in the library, 5:00PM on March 12, 2024

Meeting adjourned: 6:12pm

Chrystal made a motion to adjourn.

Monique seconded the motion.

All approved.

Reports attached

Respectfully submitted by Marie Paige, secretary

**PETTEE MEMORIAL LIBRARY
TREASURER'S REPORT
January 31, 2024**

	Total	General Fund	Revitalization Fund
Cash available as of January 31, 2024:			
General Fund Checking	\$ 37,679.49	\$ 37,679.49	
Revitalization Fund	176,366.01		\$ 176,366.01
Total Cash Available	\$ 214,045.50	\$ 37,679.49	\$ 176,366.01
Credit Card Payable	\$ -	\$ -	
Friends of the Library	8,981.26	8,981.26	
Unexpended Grants	1,244.47	1,244.47	
Payroll Taxes Payable	1,294.64	1,294.64	
General Fund	27,610.08	27,610.08	
Renovation Fund	34,251.81	(1,450.96)	\$ 35,702.77
Town Capital Fund	9,852.28		9,852.28
Endowment Funds	130,810.96		130,810.96
	\$ 214,045.50	\$ 37,679.49	\$ 176,366.01

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>(3,916.18)</u>
General Fund Balance 12/31/23	<u><u>\$ 27,610.08</u></u>

February 13th - Director's Report

January's Statistics:

Circulation: 923	Attendance: 1,476
Website visits: 9,121	ILLs: 79 borrowed/44 loaned
Computer usage: 59	Palace: 48 circs /3 new patrons
New Patrons: 24	Programs held: 16 /41 attendees

- This month we welcomed two new employees, Laura Nelson- Youth Librarian and Hope Phelan- Programming Librarian. We are excited to have this enthusiastic pair join our team.
- Building updates
 - Fire Panel inspected.
 - Fire Extinguishers serviced.
 - Quote from "A Lady Electrician LLC- Jaime Howes" for an Emergency Exit Light over the side door, attached.
 - Quote from "Cross Masonry- Eric Cross" for masonry work downstairs, will need to close March 25th-28th for the work to be completed and since staff and patrons will not be able to access the bathroom, attached.
- Cookbook Club hosted a pasta making demonstration by Joe Santosuosso, with 12 in attendance.
- Book Club met and discussed *Maid* by Stephanie Land, with 9 in attendance.
- We held our first Puzzle Tournament this month and had 13 in attendance.
- I attended a soup luncheon at St Mary's to promote library events to community members.
- Updates
 - Job Descriptions, attached for adoption
 - Library Card application
- Weeding and organizing making space for new materials for patrons to enjoy and getting ready to migrate and join Catamount Library Network.
- I attended our first Catamount Library Network board meeting and they approved a motion to accept our application with an open ended timeline while they onboard a larger library.
- The Friends' American Flatbread fundraiser was a huge success. We raised \$372.75 from pizza sales, \$275 from our 50-50 raffle, \$190 for the quilt raffle, and \$811 for our raffle baskets. Total \$1648.75
- Wilmington Works promotion committee met and planned a Winterland Warmup event for February 18th from 2-5pm. There will be smores and hot cocoa, a snow art activity, and an ice sculpture.
- We completed our Trex plastic recycling challenge at the end of January with two days to spare, collecting 500lbs. We need to choose a bench color and where we would like the bench to go.

- I attended a Rotary meeting on February 7th to discuss membership.
- I acquired our two new laptops for patrons, and one set up and already being used.
- Our telescope has been delivered and we got a tutorial on using it. I have created a Telescope Lending Policy and attached it for approval.
- Upcoming Events-
 - Tiny Art Show, canvas pickup through February, show during March.
 - Closed for President's Day Monday February 19th
 - Craft and Crochet- Every Tuesday at 2pm
 - Cookbook Club - Erin French's *Big Heart Little Stove* on February 14th at 6pm
 - Book Club- *The Vanishing Half* by Brit Bennett on February 21st at 6pm
 - Winter Festival- February Break event Wednesday Feb 21st 10am-12pm
 - Tiny Art Night- Saturday February 24th 2-4pm

Respectfully submitted,

Kyrra Howard

Library Director