

Pettee Memorial Library Trustee Meeting Minutes

May 14, 2024

5:00PM in the library

agenda

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

Meeting called to order: 5:03pm

Potential addition of items to the agenda

Public Comments

Secretary's Report: April 9

Carolyn made a motion to accept the April minutes.

Monique seconded the motion.

All approved.

Treasurer's Report: April

Deferred until June as treasure was not present.

Director's Report:

Strategic planning

Police dept. alarm registration

Resignation

With regret the board accepts Kyrra's resignation.

Policies:

grants and animals in the library.

The Board and the library director discussed what could be included in policies for each of the above topics. A follow up to draft policies will occur once a new library director is on board.

Executive session: performance reviews, payroll FY 2025

Entered at 5:59pm

Came out of executive session 7:19pm

Initial performance reviews discussed. The board decided to restructure the current staff positions.

Payroll deferred.

Meeting adjourned:7:20pm

Marie made a motion to adjourn.

Monique seconded the motion.

All approved.

Next Meeting: 5pm on June 11, 2024

Reports attached

Respectfully submitted by Marie Paige, secretary

**PETTEE MEMORIAL LIBRARY
TREASURER'S REPORT
April 30, 2024**

	Total	General Fund	Revitalization Fund
Cash available as of March 31, 2024:			
General Fund Checking	\$ 98,489.17	\$ 98,489.17	
Revitalization Fund	183,140.44		\$ 183,140.44
Total Cash Available	\$ 281,629.61	\$ 98,489.17	\$ 183,140.44
Credit Card Payable	\$ 40.75	\$ 40.75	
Friends of the Library	9,873.57	9,873.57	
Unexpended Grants	11,284.07	11,284.07	
Prepaid Expenses	(350.00)	(350.00)	
Payroll Taxes Payable	1,393.68	1,393.68	
General Fund	76,247.10	76,247.10	
Renovation Fund	34,260.57	-	\$ 34,260.57
Town Capital Fund	16,494.50		16,494.50
Endowment Funds	132,385.37		132,385.37
	\$ 281,629.61	\$ 98,489.17	\$ 183,140.44

General Fund Balance 6/30/23	\$ 27,901.26
Prior year adjustments	4,572.47
	<u>\$ 32,473.73</u>
Current Year Income (Loss)	43,773.37
General Fund Balance 4/30/24	<u><u>\$ 76,247.10</u></u>

May 14th - Director's Report

April Statistics:

Circulation: 861 Attendance: 1,586
Website visits: 21,430 ILLs: 66 borrowed/ 34 loaned
Computer usage: 64 Palace: 46 circs /2 new patrons

Adult Programs held: 13 /29 attendees

YA Programs held: 1 /0 attendees

J Prog. held: 11 /34 attendees

General Programs: 4 /39 attendees

- Book Club had 11 attendees to discuss Glendy Vanderah's *Where the Forest Meets the Stars*. May will be *52 Ways to Walk* by Annabel Abbs-Streets.
- We have collected 291lbs. towards our Trex plastics challenge.
- Lynne has been helping weed unused materials and changing the shelving to make the History section easier to navigate.
- Hope had 3 attendees for her Terrarium workshop.
- The Eclipse viewing event was a great success with 35 attendees to participate in crafts with Laura and view the eclipse together.
- We hosted Hayley Kolding for a Poetry Workshop on April 18th to discuss river poetry and talk about local conservancy projects.
- We recently received the ARSL Penguin Random House Small & Rural Libraries Grant. I have been working with a Penguin Random House representative to acquire \$500 worth of new materials for parents and children to update our collection.
- Vermont Library Association Conference May 20th – I will be attending the conference and will be on the Sustainable Libraries Initiative Panel with our SLI working group.
- Vermont Libraries podcast, *Where The Books Are Now*, recording will be available June 3rd.
- Laura attended a Summer Reading Program Youth Services meetup to talk about program ideas and get some free books.
- I attended a meeting of ARSL meeting to also discuss SRP ideas.
- I attended the Windham County Director's meeting to learn about what other libraries in our area are working on and share what our library is doing.
- The library now has a working refrigerator for staff and to utilize for upcoming cookbook club/nutrition programming.
- Laura has created new children's library cards designed for each upcoming month.

- Upcoming Events-
 - Chess Club- Thursdays 12pm
 - Craft and Crochet- Every Monday at 12pm
 - Silent Book Club- May 8th at 6pm at The Nutmeg
 - Writers' Group- May 9th at 4pm
 - Read and Run 5K- 5k for Grace Cottage Hospital May 11th at 8:30am in Townshend
 - Book Club- May 15th at 6pm
 - Narcan Training/Staff Meeting- May 15th at 4pm
 - Spring Eggs with Monique- May 18th at 2pm
 - Vegetable Gardening with Karen Horton May 22nd at 12:30pm
 - Closed for Memorial Day Monday May 27th

Respectfully submitted,

Kyrra Howard

Library Director