

Pettee Memorial Library Trustee Meeting Minutes

July 9, 2024

5:00PM in the library

agenda

Present: Carolyn Palmer, chair; Louis Clark, treasurer; Marie Paige, secretary; Monique Johnson, Lynne Cannon, assistant librarian

Meeting called to order: 5:03pm

Potential addition of items to the agenda:

Heat pump bids-Carolyn will seek out the bids.

Storage of weeded out book

Carolyn will look at sheds and find out if there are any zoning issues.

Monique will speak to the Friends of the Library to see if they'd rent a room for storage at OSEC.

Public Comments:

Secretary's Report: June

Monique made a motion to approve the minutes.

Carolyn seconded the motion.

All approved.

Treasurer's Report: June

Discussion re: fund management

Louis will meet with Merrill Lynch to discuss the library's endowment fund goals to see if the library would consider using this management firm.

Monique made a motion to accept the June report.

Marie seconded the motion.

All approved.

Director's Report:

Asst. librarian reported in person.

Notes/ideas about transition to the new director

- Young adult involvement - community service, paid job
- New book/ DVD - think about limits per patron
- Dewey vs categorizing - what is the most efficient way that best serves patrons
- Blueberry Festival
- Lunch break coverage

Meeting adjourned: 6:47pm

Monique made a motion to adjourn.

Louis seconded the motion.

All approved.

Next Meeting: in the library, 5:00PM on August 13, 2024

Reports attached

Respectfully submitted by Marie Paige, secretary

**PETTEE MEMORIAL LIBRARY
TREASURER'S REPORT
6/30/24**

	Total	General Fund	Revitalization Fund
Cash available as of June 30, 2024:			
General Fund Checking	\$ 63,627.43	\$ 63,627.43	
Revitalization Fund	189,713.66		\$ 189,713.66
Total Cash Available	\$ 253,341.09	\$ 63,627.43	\$ 189,713.66
Credit Card Payable	\$ 469.96	\$ 469.96	
Friends of the Library	9,873.57	9,873.57	
Unexpended Grants	11,205.54	11,205.54	
Prepaid Expenses	(3,211.10)	(3,211.10)	
Payroll Taxes Payable	900.14	900.14	
General Fund	44,389.32	44,389.32	
Renovation Fund	34,266.44	-	\$ 34,266.44
Town Capital Fund	16,496.82		16,496.82
Endowment Funds	138,950.40		138,950.40
	\$ 253,341.09	\$ 63,627.43	\$ 189,713.66

General Fund Balance 6/30/23	\$ 27,901.26
Prior year adjustments	4,569.47
	<u>\$ 32,470.73</u>
Current Year Income (Loss)	11,918.59
General Fund Balance 6/30/24	<u><u>\$ 44,389.32</u></u>