

Pettee Memorial Library Trustee Meeting

September 10, 2024 agenda

5:00 PM at the library

or <https://us06web.zoom.us/j/87402118083>

Present: Carolyn Palmer, chair; Louis Clark, treasurer; Marie Paige, secretary, Monique Johnson; Max Hunt, library director

Called to order: 5:02pm

Potential addition of items to the agenda: Resignations

Marie made a motion to accept Hope Phelan's resignation.

Louis seconded the motion.

All accepted

Louis made a motion to accept Max's resignation.

Marie seconded the motion.

All accepted with regret.

Public Comments

Secretary's report: August 13

Louis made a motion to accept the August 13 minutes.

Monique seconded the motion.

All approved.

Treasurer's report: August

Marie made a motion to accept the August report.

Monique seconded the motion.

All approved.

Director's report: August

Heat pump systems

A grant to help offset the cost of the system has been filed.

Anticipating on doing this work late October early November

Storage space

A music room closet is available for rent. Friends of the Library will be asked to pay that rent as the book sale is part of their fundraising to support the library.

Metal sculpture of the library done by the artists who did the town sculpture on the wall by OSEC is owned by Wilmington Works. Carolyn is seeing how it can make its way to the library.

Garden

Edging will happen next spring as there needs to be some digging done through the garden for the conduit.

Executive Session: personnel and pay rates

Went into session at 5:44pm.

Came out of executive session at 6:43pm.

The Board approved paying for the time Jennifer Razee will need to take a cataloging class sponsored by the Vermont Libraries starting September 11.

Next meeting: in the library on October 8, 2024 at 5pm

Meeting adjourned: 6:44pm

Monique made a motion to adjourn.

Marie seconded the motion.

All approved.

Reports attached

Respectfully submitted by Marie Paige, secretary

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

	Total	General Fund	Revitalization Fund
Cash available as of August 31, 2024:			
General Fund Checking	\$ 46,557.70	\$ 46,557.70	
Revitalization Fund	189,745.86		\$ 189,745.86
Total Cash Available	\$ 236,303.56	\$ 46,557.70	\$ 189,745.86
Credit Card Payable	\$ (165.08)	\$ (165.08)	
Friends of the Library	10,944.57	10,944.57	
Unexpended Grants	11,048.48	11,048.48	
Payroll Taxes Payable	1,565.67	1,565.67	
General Fund	23,164.06	23,164.06	
Renovation Fund	34,272.26	-	\$ 34,272.26
Town Capital Fund	16,499.62		16,499.62
Endowment Funds	138,973.98		138,973.98
	\$ 236,303.56	\$ 46,557.70	\$ 189,745.86

General Fund Balance 6/30/24	\$ 44,271.74
Current Year Income (Loss)	<u>(21,107.68)</u>
General Fund Balance 8/31/24	<u><u>\$ 23,164.06</u></u>

PETTEE MEMORIAL LIBRARY
Endowment Fund Cash
July 31, 2024

Cash available June 30, 2024	\$ 188,171.66
Receipts:	
Boyd Fund qtr payment	1,542.00
Interest	16.09
Cash available July 31, 2024	<u>\$ 189,729.75</u>

Fund Balances:	
Renovation Fund	\$ 34,269.35
Town Capital Fund	16,498.22
Endowment Funds	138,962.18
	<u>\$ 189,729.75</u>

September 10th - Director's Report

August Statistics:

Circulation: 1633	Attendance: 2297
Website visits: 7862	ILLs: 98 borrowed / 29 loaned
Computer usage: 126	Palace: 58 circs /1 new patron

Adult Programs held: 6 / 19 attendees
YA Programs held: 0 / 0 attendees
J Prog. held: 9 / 51 attendees
General Programs: 0 / 0 attendees

Program Report:

- August Book Club had 6 attendees to discuss Cristina Henriquez's *The Great Divide*. September's Book Club Book will be *Mexican Gothic* by Silvia Moreno Garcia. Laura will be leading the September Book Club discussion.
- Cookbook Club was held August 7th and had 2 attendees.
- Laura had 17 attendees for Storytime in August, despite the 8/19 event at Molly Stark SP being cancelled due to weather and Laura's illness.
- In addition, Laura hosted an Olympic Yard Games event on Pettee's front lawn on Aug. 10th, which drew 9 attendees.
- Laura also held our End of Summer Reading Party on Aug. 24th at Pettee. 16 people attended to celebrate their summer reading achievements, collect prizes, and roast marshmallows over the campfire.
- The July Writers Group on Aug. 8th had 5 attendees; Poetry Party on August 1st drew 4 attendees.
- Pettee's inaugural Movie Night on Aug. 22nd had 3 attendees. I am considering different ways to market this program, given our limitations on advertising, including whether to make Movie Night a children-centered program.
- Legos Club consistently drew around 2-4 participants. I have discussed the possibility of having someone volunteer to lead the group with several people, to provide adult supervision, prompts, and some structure to make it more engaging.
- Overall, visitation, circulation, and program attendance numbers were up from the month prior.
- Pettee Staff continues to develop new programming ideas and the possibility of reprising several past programs. Laura and I, with help from Marie, have reached out to the Vault and local schools about the possibility of collaborating on or supporting programs geared towards teens. Laura is hosting an inaugural "Teen Group" pilot program on 9/19 from 3-4 p.m.. She and I are also planning to visit the Vault to discuss ideas on 9/9.
- Alan Baker, who hosts our monthly Tech Help program, will hold a special presentation on September 7th centered around internet security and avoiding scams and fraud. There is discussion on hosting similar tech-related programming in the future.
- We have discussed the possibility of teaming up with Voices Of Hope on some November programming in conjunction with our spotlight on the Vermont Reads book selection, *Gather* by

Kenneth Cadow. I believe this will dovetail nicely with the themes in the book and allow a space for trained personnel to foster discussions around the impacts of substance abuse and recovery on families and youth.

- Pettee will be participating as a stop on the Wine & Harvest Festival Soup Stroll Sept. 20th from 5-7 p.m. Wilmington has asked for access to electricity and a pop-up tent, as well as a volunteer or two to man our soup station.
- We are penciled in for a display table at the Vermont Wildlife Festival on 9/22 from 10 a.m.-4 p.m. Staff are working on displays and activities for those in attendance. Volunteers to help man the table would be helpful.
- I have penciled in the musical group HungryTown to visit Pettee on Saturday, March 15, 2025 for a 6 p.m. show. I will reach out to our friends at Arthouse next door to see if they are willing to collaborate and possibly offer use of their space for the concert.

Library Operations Report:

- I have submitted a grant application to the Vermont Building and General Services Building Communities Grant Program, under their Human Services and Educational Facilities section, for financial assistance with our efforts to upgrade the library's electrical system and install a new heat pump HVAC system. Our asking amount for the grant is the maximum \$25,000. I have indicated we will accept any amount they are willing to award us.
- We have collected 749 lbs. towards our Trex plastics challenge.
- Lynne is nearly through with weeding the Adult Nonfiction collection of the library. We will have totals for books weeded from that section once this process is complete.
- Our gardener, Donnamarie, contacted me about the possibility of installing plastic garden edging along our flowerbeds around the building, in order to keep weeds and grass from creeping into the beds. Donnamarie says she would donate the 60 feet of edging needed and would install it for \$250. If we are uninterested in installing edging, she suggested she could come by once a month to edge and weed the areas in question by hand.
- Pettee Memorial Library was officially voted into the Catamount Library Network by its Board of Directors on August 9th! I have been working with their team to determine the best time to begin our migration process. Currently, January or February remains the most feasible projection, with a likely "go-live" date of late Spring. I have tentatively scheduled a Kick-off meeting with Jenni Rozyki and the Bywater team, which does technical support for CLN, for sometime in early- or mid-January. The cost to migrate our collection to the Koha Library System is \$.06 per record. Our current collection stands at about 13,000 items. Pettee staff will continue weeding and slimming down our collection ahead of migration. I will reach out to Biblionix to work out an agreement with them until we go live on Koha.

Policy & Personnel Report:

- I recently attended a workshop on grant writing, hosted by SVEP. I learned quite a bit and was able to apply those lessons towards the Building Communities Grant application.

- Lynne remains enrolled in the VT Library Certification program and is currently taking a Core course in Cataloging through VTLIB.
- Jennifer has also expressed interest in possibly renewing her pursuit of a Library Certification as well.
- Hope Phalen informed me on August 21 that she would not be returning to the library as our Programming Librarian. Laura Nelson has agreed to take on Hope's hours on a trial basis, with the possibility of permanently assuming Hope's role if her schedule can accommodate it.

Upcoming Events:

- Storytime – Every Monday @ 10:30 a.m.
- Lego Club – Every Friday @ 3 p.m.
- Writers' Group- Sept 12 @ 4p.m.
- Friends of Pettee Library Meeting- Sept 16 @ 4 p.m.
- College Planning Team Workshop- Sept 17 @ 6 p.m.
- Staff Meeting- Sept 18th @ 4pm
- Book Club- Sept 18th @ 6pm
- Teen Group – Sept 19th @ 3pm
- Wilmington Soup Stroll- Sept 20th @ 5 p.m.
- VT Wildlife Festival- Sept 22nd @ 10 a.m.
- Movie Night- Sept 26th @ 6 p.m.

Respectfully submitted,
Jeremey Max Hunt
Library Director