

Pettee Memorial Library Trustee Meeting

December 10, 2024

5:00PM in the library

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

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

Meeting called to order: 5:01pm

Potential addition of items to the agenda

Judging art

snow clean up

Amy will reach out to Marie Gattis and DJ Boyd to see what it will cost to see if either can pick up shoveling here.

Computer not working, we could not zoom

CC Haynes fund - The letter arrived today from the probate court

Public Comments

Secretary's Report: November

Monique made a motion to accept the November report.

Chrystal seconded the motion.

All approved.

Treasurer's Report: November

Marie makes a motion to accept the November report.

Chrystal seconded the motion.

All approved.

Director's Report:

Amy will look into runner services to help maintain floors.

Meeting adjourned: 6:15pm

Chrystal made a motion to adjourn.

Monique seconded the motion.

All approved.

Next Meeting: January 14, 2025 at the library

Reports attached

Respectfully submitted by Marie Paige, secretary

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

	Total	General Fund	Revitalization Fund
Cash available, November 30:			
General Fund Checking	\$ 90,229.43	\$ 90,229.43	
Revitalization Fund	152,730.91		\$ 152,730.91
Total Cash Available	\$ 242,960.34	\$ 90,229.43	\$ 152,730.91
Credit Card Payable	\$ 140.76	\$ 140.76	
Friends of the Library	10,250.82	10,250.82	
Unexpended Grants	10,891.42	10,891.42	
Payroll Taxes Payable	2,308.54	2,308.54	
General Fund	66,637.89	66,637.89	
Renovation Fund	12,179.72	-	\$ 12,179.72
Town Capital Fund	0.40		0.40
Endowment Funds	140,550.79		140,550.79
	\$ 242,960.34	\$ 90,229.43	\$ 152,730.91

General Fund Balance 6/30/24	\$ 44,247.61
Current Year Income (Loss)	22,390.28
General Fund Balance 11/30/24	<u>\$ 66,637.89</u>

Balance 10/31/24	\$ 163,817.96
Larson Electric: heat pump	(11,100.00)
Interest	12.95
	<u>\$ 152,730.91</u>

Pettee Memorial Library
16 South Main Street | PO Box 896
Wilmington, Vermont 05363
802-464-8557

Director's Report, December 2024

November Statistics and Circulation

Newsletter Subscribers: 616
New Newsletter Subscribers: 3
Circulation: 1037
Total Patronage Membership: 966
New Patrons: 5
Website Visits: Website and Fat Cow admin access required.
Computer Usage: 57
Attendance: 1338
ILLs Borrowed: 54
ILLs Loaned: 30
Items Sent Via Courier: 87
Items Received Via Courier: 63
Items Sent Via USPS: 6
Items Received Via USPS: 6
Palace Project Books Circulated: 10
Palace Project Audio Circulated: 30
Current Palace Patrons: 426
Palace Project New Patrons: 0
Programs Held: 11
Program Attendees: 57

Programs and Engagement

Adult Programs Held: 5
Adult Program Attendees: 36

Programs Held and Engagement:

Poetry: 2
Cookbook: 3
Writer's Group: 5
Book Club: 9
Book Launch: 17

Young Adult Programs Held: 1
Young Adult Program Attendees: 3

Programs Held and Engagement

Teen Group: 3

Juvenile Programs Held: 4

Juvenile Program Attendees: 0

Programs Held and Engagement:
Storytime: 0

General Programs Held: 1
General Program Attendees: 18

Programs Held:
Stargazing #1: 18

System Upgrade: Sign in and sign-up sheets for programs moving forward to establish a list of engaged patrons to send reminders and updates and to increase engagement. This will also facilitate data/statistical collection.

I've started an email sign-up sheet for the newsletter to increase engagement.

Becca Bailint's office reached out to the library seeking to promote a bill to address loneliness. There was insufficient time to plan for a visit, so their office said they will reach out again after the first of the year.

Buildings and Grounds:

At this time, we have reached the intended goals of the Friends for plastic collection for Trex for the addition of (2) more benches. The Friends have decided to end the program. This will be announced in the next newsletter.

I established a maintenance item list. Currently I have listed storm window engagement, lightbulb replacement, cardboard/paper recycling, snow removal, bathroom exhaust fan, and organization of arts and crafts/utility and mechanical rooms.

Unfortunately, Roland Betit is unable to continue to provide snow removal and recycling removal services for the library. I have a call in to Jessica DeFrancesco as well as Brandon to see what options the library has for covering these functions. Marie Gattis mentioned that her son may be able to assist. He is on her payroll so that he would be covered by her insurance policy. I will ask Marie for a copy of her current insurance certificate. I removed snow from the front steps this past snowstorm and have been spreading ice melt. Carolyn and a random patron supplemented snow removal as well. I spoke again with Jessica DeFrancesco and she clarified that there would be snow removal provided by the town at the end of each storm, not during.

Jessica DeFrancesco also stated that the town can pick up recycling on Thursdays and that Brandon, who was away, may be able to resume collection.

Since arriving, I met Luella Strathner who may be able to provide some organizational support for the closets and mechanical rooms. I am waiting for a proposal from her.

The new mini splits are up and running as of Monday, 12/9/2024.

There is an ongoing issue with salt/water and keeping the floors clean. I ordered floor cleaner as well as Swiffer liquid and pads and it looks as though the floors will have to be mopped every day as long as there is melting snow on the pathways into the building. Runners would be helpful.

Question: Do we have Pettee Memorial Library stationary?

Information and Technology

I am exploring IT support service options for hardware and platforms for the library as well as for communication for library staff.

We are in need of a laptop so that I can attend to matters both on site and remotely. Is there an extra laptop in the building?

The Vermont State Department of Libraries 2024 Annual Report is due on the 20th of January. This is a priority, and I will be working with Joshua Muse to complete this report by that date.

The Catamount system conversion will be in June of 2025.

Grants, Funding, Finance

The library was awarded a grant for \$10,000.00 by The Human Services and Educational Facilities Grants Program by the Vermont Department of Buildings and General Services.

Question: Is there a standard donation receipt for patrons who have donated money or items to the library indicating our thanks and status as a non-profit organization?

Staff

We will resume monthly staff meetings this month. Topics will include organization of data collection, a purchase order or order tracking system, programs, organization, and any other items proposed for the meeting agenda.

Submitted by:

Amy Morneault
Library Director
12/10/2024