

Pettee Memorial Library Trustee Meeting

February 11, 2025

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; Noah Stambovsky, Kathleen Santosuosso, Therese Lounsbury

Meeting called to order: 5:03pm

Potential addition of items to the agenda:

Noah Stambovsky's shared his report regarding the library's website and other technology issues. His recommendations are:

- to update the website
- to make it more functional for patrons to sign up for the newsletter as well as easier for the library staff to update.
- Noah could also help with the media such as running ads and helping to establish a Front Porch Forum account

In the next week, Noah will come up with a proposal to pay for his services as requested by the Board.

Executive Session

Public Comments

The Friends of the Library, represented by Therese Lounsbury and Kathleen Santosuosso, presented the Board with a donation of \$2,700 from the American Flatbread fundraiser that was held on February 4, 2025.

The Friends are writing a grant for \$500. The grant is sponsored by Random House and is focused on helping small libraries acquire children's books. They are thinking to use this money to add another event like Trunk of Treat to hand out books.

In order to focus their fundraising efforts, they asked for a wish list from the staff and the Board.

Secretary's Report: January 14, 2025

Chrystal made a motion to approve the January report.

Louis seconded the motion.

All approved.

Treasurer's Report: January

Marie made a motion to approve the January report.

Chrystal seconded the motion.

All approved.

Director's Report: January

Palace Project is having a problem with intermittent outage of books throughout the day. Palace is working with the vendor to fix the problem.

The Vermont Library Association conference is May 19. Early bird registration is by March 17th. The Board approved for that director, not the entire staff, to attend.

Executive session entered at 6:02pm

Monique moved to enter into executive session to discuss contracts and finances.

Chrystal seconded the motion.

Out of executive session at 6:59pm

Chrystal made a motion to come out of executive session.

Monique seconded the motion.

The Board made the decision to terminate the director's employment immediately.

Marie made a motion to terminate employment.

Louis seconded the motion.

All approved.

The Board is going to pursue an accountant to take over the financial records and payroll of the library.

Marie made a motion to contact potential accountants

Monique seconded the motion.

Meeting adjourned: 7:04pm

Monique made a motion to adjourn.

Marie seconded the motion.

All approved.

Next Meeting: March 11, 2025 at 5:00pm

Reports attached

Respectfully submitted by Marie Paige, secretary

**PETTEE MEMORIAL LIBRARY
TREASURER'S REPORT
January 31, 2025**

	Total	General Fund	Revitalization Fund
Cash available, January 31,2025			
General Fund Checking	\$ 59,058.92	\$ 59,058.92	
Revitalization Fund	156,566.31		\$ 156,566.31
Total Cash Available	\$ 215,625.23	\$ 59,058.92	\$ 156,566.31
Credit Card Payable	\$ 2,995.19	\$ 2,995.19	
Friends of the Library	10,178.18	10,178.18	
Unexpended Grants	10,565.92	10,565.92	
Payroll Liabilities	2,209.76	2,209.76	
General Fund	33,109.87	33,109.87	
Renovation Fund	12,180.76	-	\$ 12,180.76
Town Capital Fund	0.40		0.40
Endowment Funds	144,385.15		144,385.15
	\$ 215,625.23	\$ 59,058.92	\$ 156,566.31

General Fund Balance 6/30/24	\$ 44,146.12
Current Year Income (Loss)	<u>(11,036.25)</u>
General Fund Balance 1/31/25	<u><u>\$ 33,109.87</u></u>

Director's Report, February 2025

- Newsletter Subscribers: 654
- New Newsletter Subscribers: 16
- Circulation: 12,923
- Total Patronage Membership: 1007
- New Patrons: 19
- Website Visits: 2,627
- Computer Usage: 64
- Attendance: 1516
- ILLs Borrowed: 108
- ILLs Loaned: 100
- Items Sent Via Courier: 89
- Items Received Via Courier: 100
- Items Sent Via USPS: 11
- Items Received Via USPS: 8
- Palace Project Books Circulated: 12
- Palace Project Audio Circulated: 64
- Palace Project New Patrons: 10
- Programs Held: 15
- Program Attendees: 66

Programs/Engagement/Marketing/Community Engagement

- Adult Programs Held: 7
- Adult Program Attendees: 24

- Young Adult Programs Held: 1
- Young Adult Program Attendees: 4

- Juvenile Programs Held: 6
- Juvenile Program Attendees: 28

- General Programs Held: 1
- General Program Attendees: 10

Community at Large: I read a poem at The Art House's One Year Anniversary event which was attended by about 45 people.

Marketing: Modes include website, mailchimp newsletter, hardcopy flyers, Front Porch Forum, Deerfield Valley News, Facebook, Instagram, Twitter, Visit Vermont/Chamber

Buildings and Grounds:

- Marie Gatti's Care Cleaning began snow removal and added a mid-week cleaning with trash removal.
- Floor mat contract is signed with Unifirst.
- Bathroom fan is fixed.
- Brandon has been removing recycling

Information and Technology

- Noah and I met and established a preliminary scope of Technology support needs for the library.
- Noah plans to attend the meeting to discuss his ideas.
- I've continued to keep the library website updated, as well as posting events on Facebook, Front Page Forum and posted images to Instagram.
- I've improved signage within the library notifying patrons of upcoming events and programs at the library
- The new laptop will be purchased once software, website, and platforms have been updated.
- The Catamount system conversion will be in June of 2025. We've begun weeding to distill our collection.

Staff/Training/Professional Affiliations

- Monthly staff meetings are held on the third Tuesday of each month. The staff and I collaboratively plan programming, share ideas, best practices, news, and problem solve for the month ahead and beyond.
- The Vermont Library Association conference focusing on how libraries can increase their community impact and how to engage more effectively with their professional community is on May 19th. The cost for all staff to attend is \$585.

Friends of Pettee Memorial Library

- I attended the Friends' meeting held on February 3rd.^h as did Lynne Cannon.
- Having created the Friends' Flatbread Fundraiser flyers, I also promoted the fundraiser on our monthly calendar of events, on the library website, in our newsletter, at the Chamber, on Front Page Forum, and on our Facebook page.
- I created a Friend's of the Library Sign Up Sheet and printed it to have at hand at the fundraiser.
- I upgraded the Pettee Newsletter Sign Up Sheet for the circulation desk and printed it to have on hand at the fundraiser.
- We also provided the friends with a small scale events calendar for February as well as library card forms for anyone who does not have one at the fundraiser.
- I ordered mini-canvases for that upcoming event which the Friends would like to follow up by asking patrons if they'd like to donate their artwork to raffle off to raise funds for the library.
- The Friends will be attending Town Meeting Day and have asked for support in terms of cups, etc. from the Library.

Submitted by: Amy Morneault, Library Director, 2/7/2025