

Pettee Memorial Library Trustee Meeting

June 10, 2025

5:00PM in the Library

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

Present: Carolyn Palmer (Chair), Louis Clark (Treasurer), Chrystal Holt, Monique Johnson, Lynne Cannon (Interim Director), Noah Stambovsky (Media Specialist), Gabriella Landgraf-Neuhaus, Kathleen Santosuosso and Carlotta Gladding (Friends of the Library Members)

Meeting called to order: 5:07pm

Potential addition of items to the agenda: Friends of the Library requested a “wish list” from the Board to help inform them on how to best support the library, Board agreed to put a list together and share with the Friends

Public Comments: None

Secretary’s Report: May

Monique made a motion to approve the May report.

Chrystal seconded the motion

All approved.

Treasurer’s Report: May

Barker Willard donated \$10,000 to the Nancy Willard Fund.

Continued efforts to find a suitable firm to manage the library’s investment funds.

Monique made a motion to approve the May report.

Chrystal seconded the motion.

All approved.

Interim Director’s Report: May

Board agrees with Lynne on getting a quote to clean the stains on the carpet on the stairs.

Trex Bench is ready for placement- Carolyn and Lynne to walk the property and determine placement.

Neighbor, ArtHouse, will be doing exterior painting work in the next few weeks and will provide cover for the raised garden beds to protect plants during the work.

Policy Review: postponed to next month's meeting

Media/Website Update: Noah will remove website access to the current outdated policies until the updated versions have been approved by the Board.

Meeting Adjourned: 5:45pm

Chrystal made a motion to adjourn.

Monique seconded the motion.

All approved.

Next Meeting: July 8, 2025, 5:00PM in the library

Reports attached

Respectfully submitted by Chrystal Holt, on behalf of Marie Paige, Secretary

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

	Total	General Fund	Revitalization Fund
Cash available May 31, 2025			
General Fund Checking	\$ 96,373.39	\$ 96,373.39	
Revitalization Fund	170,277.98		\$ 170,277.98
Total Cash Available	\$ 266,651.37	\$ 96,373.39	\$ 170,277.98
Credit Card Payable	\$ 2,019.52	\$ 2,019.52	
Friends of the Library	13,741.18	13,741.18	
Unexpended Grants	10,326.80	10,326.80	
Payroll Liabilities	3,182.92	3,182.92	
General Fund	66,828.59	66,828.59	
Renovation Fund	12,460.16	274.38	\$ 12,185.78
Town Capital Fund	12,002.28		12,002.28
Endowment Funds	146,089.92		146,089.92
	\$ 266,651.37	\$ 96,373.39	\$ 170,277.98

General Fund Balance 6/30/24	\$ 44,146.12
Current Year Income (Loss)	22,682.47
General Fund Balance 5/31/25	<u>\$ 66,828.59</u>

May Statistics for June Trustees Meeting, 6/10/2025

(Lynne Cannon, Interim)

Circulation

Patron visit count: 1,412

May circulation: 764

Interlibrary loans total: 184

PC Use: 88

Website visits: Clarity: 715 ; Google: 227 (total 942)

Palace circulation: 78

Stuff that happened:

- Elevator breakdown May 6. Repaired May 9.
- iPad is toast; we cannot get a code to re-set it. Apple was supposed to send a passkey code to Kyrra's phone but she never received it.
- Desktop #1 repaired by VT Geeks May 8; on June 4th a patron downloaded a virus onto it. Re-set; do we intentionally have MineCraft on these?
- Trex bench from Friends' fundraiser arrived 5/31.
- Ordered 9 audio CDs for summer travelers.
- We hosted the Wilmington Historical Society for its monthly meeting on May 14.
- New volunteer Thursday afternoons for Story Time.

Requiring decision:

- Marie Gattis has offered to give a quote to clean the stains from the carpet on stairs and into the Children's section.

May Programs:

Children's (Storytime, Teen Comic Club, Beaver Brook Toddlers, Stuffy sleepover, Lego): 18

Adults: (Cookbook, Poetry, Writers, Game night, Gardens, Book club, Tech Time): 28

Looking forward:

TVES 1st grade visit (June 9), Trivia night (June 13), Katherine McLean book talk (June 14), Summer Reading kickoff (June 21), Adult Spelling Bee (July), PHAT book club (July 19), Tie Dye T-Shirts (July 12), Bad Art Night (August 2), GED/diploma group (August, TBD), Financial Literacy for Kids (tbd but summer)

Staff Education:

Lynne and Laura attended the May 19th VLA conference in Killington.

Kathleen and Lynne took a completely worthless Canva class (May 7)

Muckups:

FatCow (our website viewer calculator) has disappeared. Noah has set up invitation to Clarity and provided me this month's stats.