

Pettee Memorial Library Trustee Meeting Minutes

August 12, 2025

5:00PM in the library

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

Computer did not work.

Present: Carolyn Palmer, chair; Louis Clark, treasurer; Marie Paige, secretary; Chrystal Holt, Monique Johnson, Lynne Cannon, interim director; Noah Stambovsky, media specialist; Kathleen Santosuosso

Meeting called to order: 5:00pm

Potential addition of items to the agenda

Public Comments

Secretary's Report: June 10, 2025

Monique made a motion to accept the June report.

Louis seconded the motion.

All approved.

Treasurer's Report: Fiscal year's end report

Marie made a motion to approve the report.

Chrystal seconded the motion.

All approved.

Interim's Director's Report: June/July

Little Art Gallery at the end of September

Lynne will ask Samantha Kondracki from Wilmington Works to come and share the plan at the September board meeting.

Louis will look to see who installed the water cooler.

Carolyn made a motion to add 6 hours for Lynne and Laura to come in during closed hours to clean out and organize the supply closet.

Louis seconded the motion.

All approved.

Marie made a motion for the library to pay for GED books for people over 22 who participate in the program.

Monique seconded the motion.

All approved.

Lynne will ask the Friends of the Library to take care of refreshments for the author's visit on August 27.

Media/Website update

Noah will look into locator anti-theft options for the new laptops.

He will also look into options for privacy screens for all the library's computers.

Friend's wish list

- purchase a projector
- purchase a dehumidifier and find a tradesperson to install
- purchase of barn doors for the Greene's room and find a tradesperson to install
- find a tradesperson for refinishing and weatherstripping the front door and replacing the handle

Executive session 6:42pm

performance and payroll

Marie made a motion to go into executive session.

Monique seconded the motion.

All approved.

Out of executive session: 7:24pm

Marie made a motion to increase 3 staff members' salaries.

Monique seconded the motion.

All approved

Monique made a motion to review a salary increase for the 4th staff member in October.

Louis seconded the motion.

All approved.

Meeting adjourned: 7:30pm

Next Meeting: September 9, 2025 at 5pm in the library

Reports attached

Respectfully submitted by Marie Paige, secretary

PETTEE MEMORIAL LIBRARY TREASURER'S REPORT June 30, 2025			
	Total	General Fund	Revitalization Fund
Cash available June 30, 2025			
General Fund Checking	\$ 77,325.20	\$ 77,325.20	
Revitalization Fund	180,292.00		\$ 180,292.00
Total Cash Available	\$ 257,617.20	\$ 77,325.20	\$ 180,292.00
Prepaid Expenses	\$ (1,765.61)	\$ (1,765.61)	
Credit Card Payable	266.31	266.31	
Friends of the Library	13,721.20	13,721.20	
Unexpended Grants	10,238.27	10,238.27	
Payroll Liabilities	2,577.92	2,577.92	
General Fund	52,012.73	52,012.73	
Renovation Fund	12,461.16	274.38	\$ 12,186.78
Town Capital Fund	12,003.27		12,003.27
Endowment Funds	156,101.95		156,101.95
	\$ 257,617.20	\$ 77,325.20	\$ 180,292.00

General Fund Balance 6/30/24	\$ 44,146.12
Current Year Income (Loss)	7,866.61
General Fund Balance 6/30/25	<u><u>\$ 52,012.73</u></u>

June and July Statistics for August Trustees Meeting, 8/12/2025

(Lynne Cannon, Interim)

June Circulation

Patron visit count: 1,894

Circulation: 868

Interlibrary loans total: 184

PC Use: 89

Website visits: FatCow 4,239; Google: 327 (total 4,566)

Palace circulation: 31

July Circulation

Patron visit count: 2,001

Circulation: 1,110

Interlibrary loans total: 100

PC Use: 70

Website visits: FatCow 4,159; Google: 355 (total 4,514)

Palace circulation: 38

Stuff that happened:

- Put UniFirst floor mats on hold; will resume in the winter because they really saved the floors.
- Hosted the Vermont Libraries' CPL meeting July 6.

Requiring decisions:

- Wilmington Works would like to cooperate on a Free Little Art Gallery – we would host the program and they would like to put up a little art house in front of the garden beds. They would promote the program, provide supplies, and maintain the box. Are the Trustees okay with this on the lawn?

- The water cooler downstairs is showing red on its filter register. Pete says the town doesn't work on that – you honestly don't want me doing anything that involves water. I did not find any receipts or instructions for filter replacement in the files. Suggestions?
- Staff is working on a laptop policy—we've run into some strategy/usage issues.
- Laura and Lynne would like a maximum of 6 hours to come in during closed hours to clean out and organize the supply closet. This will help us be better prepared for future kids' events and save us money on redundant craft items.
- There was an ADA report a while ago that mentioned that our printer should be on a lower level and more accessible. Staff is brainstorming...
- Shed Update? Connected to this, what can we do with the box of dead fluorescent lightbulbs and the two vacuums in the basement closet?

June Programs:

Children's (Storytime, Summer kickoff, Twin Valley visits, Lego): 84

Adults: (Cookbook, Poetry, Writers, Trivia night, McLean Book Talk, Book club, Tech Time): 42

July Programs:

Children's (Storytimes M and Th, Tie Dye, Lego, TVES Summer Campers readings): 206

Adults (Cookbook, Writers, Spelling Bee, Tach Help, Book Club, PHAT book club): 34

Looking forward:

GED/Diploma presentation 8/27, Rabbi Cohen Environmental Cooperation talk 8/19, Apples to Apples night 8/22, *Sidework* book club with possible author appearance 8/27, Meditation session 9/7, Little Free Art Library session 9/27

Working on Canning, Mah Jongg, Qi Jong, Bulb Exchange

Wishlist for Friends (so far):

- Dehumidifier
- Door for the Greene Room
- 2nd Projector so we can mount the children's one on the ceiling for safer use and use the new one for adult or outdoor programs.
- Fix the Front Door – Latch is intermittently getting stuck so patrons can't get in OR it doesn't latch completely. There's a gap between the doors that will be chilly come late September; and the outside needs scotch tape scraps removed and refinishing (sand, stain seal).