

Pettee Memorial Library Trustee Meeting Minutes

September 12, 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, Lynne Cannon, interim director; Kathleen Santosuosso, Friends of the Library member; Samantha Kondracki, executive director of Wilmington Works

Meeting called to order: 5:07pm

Potential addition of items to the agenda:

Wilmington Works - mini art gallery proposal to have one placed on library property

Monique made a motion to approve the mini art gallery on the library property.

Marie seconded the motion.

All approved.

Friends - follow up to wish list

Will contact the Vermont Preservation Trust for the front door repairs.

Working on contacting people for the other wishes.

Public Comments:

Secretary's Report: August

Monique made a motion to accept the August report.

Louis seconded the motion.

All approved.

Treasurer's Report: August

Marie made a motion to accept the August report.

Chrystal seconded the motion.

All approved.

Interim Director's Report: August

Executive Session: to discuss job performance/job descriptions

6:-08pm - entered executive session

Chrystal made a motion to got into executive session to discuss job performance/job descriptions

Marie seconded the motion.

All approved.

6:45 pm - out of executive session

Carolyn will pursue hiring payroll and bookkeeping services.

The Board will look to revising the 2017 library director's job description.

Meeting adjourned: 6:48pm

Monique made a motion to adjourn.

Louis seconded the motion.

All approved.

Next Meeting: in the library, 5:00PM on October 14, 2025

Reports attached

Respectfully submitted by Marie Paige, secretary

PETTEE MEMORIAL LIBRARY TREASURER'S REPORT August 31, 2025			
	Total	General Fund	Revitalization Fund
Cash available August 31, 2025			
General Fund Checking	\$ 55,488.78	\$ 55,488.78	
Revitalization Fund	180,322.63		\$ 180,322.63
Total Cash Available	\$ 235,811.41	\$ 55,488.78	\$ 180,322.63
Credit Card Payable	299.47	299.47	
Friends of the Library	15,369.20	15,369.20	
Unexpended Grants	10,238.27	10,238.27	
Payroll Liabilities	950.88	950.88	
General Fund	28,356.58	28,356.58	
Renovation Fund	12,463.23	274.38	\$ 12,188.85
Town Capital Fund	12,005.31		12,005.31
Endowment Funds	156,128.47		156,128.47
	\$ 235,511.94	\$ 55,488.78	\$ 180,322.63

General Fund Balance 6/30/25	\$ 52,012.73
Current Year Income (Loss)	<u>(23,656.15)</u>
General Fund Balance 6/30/25	<u><u>\$ 28,356.58</u></u>

August Statistics for September Trustees Meeting, 9/9/2025

(Lynne Cannon, Interim)

August Circulation

Patron visit count: 2,309

August circulation: 994

Interlibrary loans total: 183

PC Use: 76

Website visits: FatCow /iPage 5,210; iClarity: 363; Google: 531 (total: 6,104)

Palace circulation: inaccessible

August Programs:

Children's (Storytimes M and Th, Lego, Bad Art Night [counted with adults]): 99

Adults (Poetry Party, Bad Art Night, Writers, Rabbi Cohen event, Tach Help, Book Club):
74

Looking forward:

Meditation session 9/7, Wildlife Festival Mount Snow 9/21, Little Free Art Library session 9/27

Possible Bulb Exchange in early October. Possible Scrabble night (month undetermined). Possible Cookie Swap in December. Possible author appearance for October book club.

Bhante Meditations would like to know if we'd be interested in hosting regular sessions.

Possible need for Windows update on all PCs.

Upcoming expenses:

Carbon monoxide detector

Wall Street Journal subscription (\$454.87/yr)

iPage subscription?

Faronics agreement (DeepFreeze plan)