

Pettee Memorial Library Trustee Meeting

October 14, 2025

5:00PM in the library

minutes

or

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

Present: Carolyn Palmer, chair; Louis Clark, treasurer; Marie Paige, secretary; Monique Johnson; Lynn Cannon, interim director; Noah Stambovsky, media specialist, Kathleen Santosuosso, Friends of the Library representative

Meeting called to order: 5:12pm

Potential addition of items to the agenda

The Friends are doing Trunk or Treat on October 25, 2025

There are 2 missing slate roof tiles. Lynn will call the two names given to her to find out more about replacing them.

Public Comments

Secretary's Report: September

Monique made a motion to accept the September report.

Louis seconded the motion.

All approved.

Treasurer's Report: September

Marie made a motion to accept the September report.

Monique seconded the motion.

All approved.

Budget Discussion:

2026-2027 draft discussed

shed - agreed on a design

Book keeping - Carolyn had a first interview with a potential hire. Louis will set up a meeting for a second interview.

Marie made a motion that If the second interview goes well, then the job will be offered on a trial basis.

Louis seconded the motion.

All approved.

Interim Director's Report: September

Executive Session: 6:31pm

to discuss job performance/job descriptions

to include Lynn

Louis made a motion to move into executive session.

Monique seconded the motion.

All approved.

Out of executive session: 7:12pm

Marie made a motion to approve the raise of a staff member.

Monique seconded the motion.

All approved.

Meeting adjourned: 7:15pm

Next Meeting: in the library on November 11, 2025

Reports attached

Respectfully submitted by Marie Paige, secretary

PETTEE MEMORIAL LIBRARY TREASURER'S REPORT September 30, 2025			
	Total	General Fund	Revitalization Fund
Cash available as of September 30,2025			
General Fund Checking	\$ 34,513.79	\$ 149,418.48	
Revitalization Fund Checking	180,337.45		\$ 180,337.45
Total Cash Available	<u>\$ 214,851.24</u>	<u>\$ 149,418.48</u>	<u>\$ 180,337.45</u>
Friends of the Library	\$ 15,369.20	\$ 15,369.20	
Fiber Grant Balanc	10,238.27	10,238.27	
Credit Card Payable	1,657.34	1,657.34	
Payroll Taxes Payable	1,092.66	1,092.66	
General Fund	108,786.63	108,786.63	
Renovation Fund	12,464.23	274.38	\$ 12,189.85
Town Capital Fund	24,006.30	\$ 12,000.00	12,006.30
Endowment Funds	156,141.30		156,141.30
	<u>\$ 329,755.93</u>	<u>\$ 149,418.48</u>	<u>\$ 180,337.45</u>

September Statistics for October Trustees Meeting, 10/14/2025

(Lynne Cannon, Interim)

Circulation

Patron visit count: 1,548

September circulation: 746

Interlibrary loans total: 191

PC Use: 54

Website visits: 590

Palace circulation: 52

Programs:

Children's (Storytimes M and Th, Lego, Mini Art Gallery (adults and kids), Wildlife Festival table: 54

Adults (Poetry Party, Cookbook, Writers, Tech Help, Book Club), Meditation: 42

Looking forward:

Bulb Exchange October 11, Scrabble night October 17, Possible Cookie Swap in December.

Ken Burns' *American Revolution* discussion group/film sections viewing on November 13.

No book club in November. Will resume with staff rotation in December.

Children's event and Teen Group (relevant to community service) November dates TBD.

Jennifer is working on a film showing of *Gone Guys*, date TBD (cost after Nov 1 free)

Upcoming expenses:

Plumber to finish toilet/provide estimate for dehumidifier

iPage subscription

Brattleboro Reformer subscription renewal

Final Note:

Baker & Taylor (book supplier) “in transition,” and we are having major problems getting books through them. Currently relying more on Bartleby’s and Amazon, as VT Librarians report ongoing problems with Ingram, an alternate supplier.