

## **Pettee Memorial Library Trustee Meeting**

November 11, 2025 minutes

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

**Meeting called to order:** 5:02pm

**Potential addition of items to the agenda:**

Shed will be placed in the spring

**Public Comments:**

**Secretary's Report:** October

Monique made a motion to accept the October report.

Louis seconded the motion.

All approved.

**Treasurer's Report:** October

Marie made a motion to accept the October report.

Chrystal seconded the motion.

All approved.

West River Bookkeeping out of Dummerston was hired.

Investments - looking to work with Edward Jones

Signers for bank checks; bookkeeper, library director/interim director, chair, and treasurer

For investment accounts; the chair, treasurer and secretary

Chrystal makes a motion to accept the list of signers for each type of account.

Monique seconded the motion.

All approved.

**Interim Director's Report: October**

**Meeting adjourned: 6:02pm**

Chrystal made a motion to adjourn at 6:02pm

Monique seconded the motion.

All approved.

**Next Meeting:** in the library, 5:00pm **December 16, 2025**

Reports attached

Respectfully submitted by Marie Paige, secretary

<b>PETTEE MEMORIAL LIBRARY</b> <b>TREASURER'S REPORT</b> <b>October 31, 2025</b> (as of November 11, 2025)			
	<b>Total</b>	<b>General Fund</b>	<b>Revitalization Fund</b>
Cash available as of November 11,2025			
General Fund Checking	\$ 123,359.14	\$ 123,359.14	
Revitalization Fund Checking	193,999.20		\$ 193,999.20
Total Cash Available	<u>\$ 317,358.34</u>	<u>\$ 123,359.14</u>	<u>\$ 193,999.20</u>
Friends of the Library	\$ 14,725.12	\$ 14,725.12	
Fiber Grant Balanc	10,238.27	10,238.27	
Credit Card Payable	7,827.45	7,827.45	
Payroll Taxes Payable	3,695.22	3,695.22	
General Fund	86,598.70	86,598.70	
Renovation Fund	12,465.27	274.38	\$ 12,190.89
Town Capital Fund	24,007.50		24,007.50
Endowment Funds	157,800.81		157800.81
	<u>\$ 317,358.34</u>	<u>\$ 123,359.14</u>	<u>\$ 193,999.20</u>

## **October Statistics for November Trustees Meeting, 11/11/2025**

**(Lynne Cannon, Interim)**

### **Circulation**

Patron visit count: 1,624

September circulation: 751

Interlibrary loans total: 182

PC Use: 64

Website visits: 638

Palace circulation: 44

### **Programs:**

Children's (Storytimes M and Th, Lego, Trunk or Treat): 11; BUT Trunk or Treat was over 60

Adults (Poetry Party, Cookbook, Writers, Bulb Exchange, PHAT movie, Tech Help, Book Club): 34

### **Looking forward:**

- Humane Society presentation Nov 11 (all ages, but aiming for teens – service options)
- Ken Burns' *American Revolution* discussion/film preview November 13.
- Magnet craft with Monique Nov 22
- December Cookie swap; Christmas craft with Monque; snowflake craft to decorate library Dec and January
- *Gone Guys* film date TBD (cost after Nov 1 free); Animal adopt-a-thon in spring
- Tech Time and Thursday story time will resume in spring; 3 programs planned for 2026 in collaboration with Interaction/Youth Services and Restorative Justice

### **Upcoming expenses:**

Plumber to finish toilet/"water hammer"

Dehumidifier line estimate \$165

iPage subscription

Have a possible name/number of roofer  
to look at our tiles

**Final Notes:**

Baker and Taylor closes 12/16; VLA seeking other channels to submit annual report

Laura to attend Summer Reading Symposium Dec 4 in Barre

Kathleen to attend "Policy Best Practices for Successful Federal Grants" webinar

Laura working with the Vault and Middle/High School for Teen Service hours/  
connections

Food drive and pet food/toy drive currently underway through December

We are getting a second telescope (free! ) donated through Front Porch Forum