

## **Pettie Memorial Library Trustee Meeting**

minutes

December 16, 2025

5:00PM in the library

or

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

**Present:** Carolyn Palmer, chair; Marie Paige, secretary; Chrystal Holt, Monique Johnson, Lynne Cannon, interim director; Kathleen Santosuosso, Friends of the Library representative

**Meeting called to order:** 5:04pm

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

A snow day procedures draft

- There already is a message on the message machine to check the website and Facebook page if there's inclement weather.
- Carolyn will see if the town has a procedure for closing the offices and have the library join in on that system.
- The director will decide if a delay is needed or to close due to incoming inclement.
- Lynne will talk to Noah about how to do a group email blast.

### **Public Comments:**

#### **Secretary's Report:** November

Chrystal made a motion to accept the November report.

Monique seconded the motion.

All approved.

#### **Treasurer's Report:** November

Marie made a motion to accept the November report.

Chrystal seconded the motion.

All approved.

Investments - still pursuing someone who handles municipal accounts

**Interim Director's Report:** November

The installation company will give an estimate for outdoor mini-split covers.

**Executive Session:** 5:44pm

Lynne included for part of the session.

Monique made a motion to go into executive session to discuss job description and compensation.

Chrystal seconded the motion.

All improved.

**Out of executive session:** 6:50pm

Marie made a motion to accept the job descriptions as written.

Monique seconded the motion.

All approved.

Monique made a motion to offer Lynne Cannon the position of director.

Chrystal seconded the motion.

All approved.

**Meeting adjourned:** 6:57pm

**Next Meeting:** in the library on Tuesday, January 13, 2026 at 5pm

Reports attached

Respectfully submitted by Marie Paige, secretary

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<b>PETTEE MEMORIAL LIBRARY</b> <b>TREASURER'S REPORT</b> <b>November 30, 2025</b>			
	<b>Total</b>	<b>General Fund</b>	<b>Revitalization Fund</b>
Cash available as of November 11,2025			
General Fund Checking	\$ 100,734.41	\$ 100,734.41	
Revitalization Fund Checking	194,015.15		\$ 194,015.15
Total Cash Available	<u>\$ 294,749.56</u>	<u>\$ 100,734.41</u>	<u>\$ 194,015.15</u>
Friends of the Library	\$ 14,725.12	\$ 14,725.12	
Fiber Grant Balance	10,238.27	10,238.27	
Credit Card Payable	5,946.02	5,946.02	
Payroll Taxes Payable	2,714.19	2,714.19	
General Fund	67,110.81	67,110.81	
Renovation Fund	12,191.97		\$ 12,191.97
Town Capital Fund	24,008.56		24,008.56
Endowment Funds	157,814.62		157814.62
	<u>\$ 294,749.56</u>	<u>\$ 100,734.41</u>	<u>\$ 194,015.15</u>

## **November Statistics for December Trustees Meeting, 12/16/2025**

**(Lynne Cannon, Interim Director)**

### **Circulation**

Patron visit count: 1,386

November circulation: 661

Interlibrary loans total: 182

PC Use: 74

Website visits: 208

Palace circulation: 29

### **Programs:**

Children's (Storytimes M and Th, Lego, Teen Service Day, Humane Society): 20

Adults (Poetry Party, Writers, American Revolution Screening, Magnet Craft, Book Club): 41

### **Looking forward:**

- Cookie swap; Christmas crafts with Monique; Astronomer in conjunction with Wilmington Recreation Committee, Strega Nona pasta party, "The People vs. Big Tech," "Noon Year's Eve," snowflake craft to decorate library Dec and January, Puzzle contest Jan or Feb
- To be resolved—SHED. New town Zoning Administrator advised that La Casita was unhappy with placement of shed and that we do have to file a permit even though it's smaller because we're in the historical district. Relayed to Carolyn, advised Brandon/Pete at the town.

### **Upcoming expenses:**

- Awaiting invoice from the roofer; repairs completed.
- Domain petteelibrary.org fee due in January; will auto-renew (iPage, formerly FatCow).

### **Final Notes:**

- Headphones received for PCs; waiting on privacy screens order

- Food drive and pet food/toy drive currently underway through December
- The *Deerfield Valley News* published a story about free firewood moisture meters available in local libraries with a website link. The program was “sunsetted” in 2019 and no local libraries have them. I have since purchased two. I also wrote *DVN*.
- We’ve been updated on the yearly state report; it will be a spreadsheet this year, due in February. Instructional webinar on Dec 22<sup>nd</sup>.