

## **Pettee Memorial Library Trustee Meeting Minutes**

January 13, 2026

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

**Meeting called to order:** 5:05pm

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

**Public Comments:**

**Secretary's Report:** December

Snow policy update - The library director will refer to the town road conditions website to make library closing decisions.

Chrystal made a motion to accept the December report.

Monique seconded the motion.

All approved.

**Treasurer's Report: December**

Marie made a motion to accept the December report.

Chrystal seconded the motion.

All approved.

*Investments*

Marie makes a motion to approve the investment policy as revised.

Chrystal seconded the motion.

All approved.

Chrystal made a motion to approve the signing of a contract with Twombly Wealth Management Group pursuant of a final vetting.

Monique seconded the motion.

All approved.

**Director's Report:**

A clarification answer - Shoveling and rug cleaning are paid out of the custodial line.

The Board agreed to twice a week cleaning of floors during the winter.

**Meeting adjourned: 6:15pm**

Marie made a motion to adjourn.

Monique seconded the motion.

All approved.

**Next Meeting:** in the library on February 10, 2026 at 5:00pm

Reports attached

Respectfully submitted by Marie Paige, secretary

**PETTEE MEMORIAL LIBRARY  
TREASURER'S REPORT  
December 31, 2025**

	<b>Total</b>	<b>General Fund</b>	<b>Revitalization Fund</b>
Cash available as of December 31,2025			
General Fund Checking	\$ 92,765.81	\$ 92,765.81	
Revitalization Fund Checking	194,031.63		\$ 194,031.63
Total Cash Available	<u>\$ 286,797.44</u>	<u>\$ 92,765.81</u>	<u>\$ 194,031.63</u>
Friends of the Library	\$ 13,077.12	\$ 13,077.12	
Fiber Grant Balance	10,238.27	10,238.27	
Credit Card Payable	(694.88)	(694.88)	
Payroll Taxes Payable	4,462.02	4,462.02	
General Fund	65,683.28	65,683.28	
Renovation Fund	12,193.00		\$ 12,193.00
Town Capital Fund	24,010.60		24,010.60
Endowment Funds	157,828.03		157,828.03
	<u>\$ 286,797.44</u>	<u>\$ 92,765.81</u>	<u>\$ 194,031.63</u>

## December Statistics for January Trustees Meeting, 1/13/2026

(Lynne Cannon, Director)

### Circulation

Patron visit count: 1,309

December circulation: 681

Interlibrary loans total: 176

PC Use: 46

Website visits: 305

Palace circulation: 50

### Programs:

Children's (Storytimes Mondays, Lego, Teen Service Day, Beaver Brook w/Kay, Noon Years Eve): 53

Adults (Poetry Party, Writers, Monique crafts, Cookie Swap, Astronomer, Data Privacy, Book Club): 50

### Looking forward:

- January snowman/snowflake crafts, Home School Meetup, Teen Service Warming Center, and Vision Boards; February "Magic of Motown" and Chinese lanterns; March Puzzle contest; April Tiny Art show and Entomology presentation; TBD dates for Ghost Stories/Magic, film *Gone Guys*, film *Far Out: Life on or after the Commune*
- New town employee Richard has resumed Tuesday recycling pickups.
- Marie Gatti has asked if it's possible to let her come twice a week due to messy winter floors.

### Upcoming expenses:

- Awaiting invoice from the roofer; repairs completed.
- Some programs noted above; all within budget

### Final Notes:

- State report went live January 7<sup>th</sup>; I'll get started once I return on the 19<sup>th</sup>. It is due March 6<sup>th</sup>.
- Elizabeth Collard (West River Bookkeeping) is looking to clear up roles on Quickbooks. Confirmations are currently being texted to Louis' phone. We will also need to change credit/debit cards as they are listed with Louis' name.
- Therese Lounsbury asked about a job description for Board Trustee at the recent Friends meeting. They are aware of upcoming vacancies and want to be able to best describe position in case anyone expresses interest. Application deadline for prospectives is January 26<sup>th</sup>.
- Erica Newman, of the Shepard-Pruden Library in Edenton, NC, and niece of our patron Michelle Doucette, emailed us to ask about a library-to-library All Ages PenPal club. Laura and I are interested; I've asked Erica to provide more details on what she envisions.
- Have reached out to Noah Stambovsky re hours he's provided computer/tech service to the library. He would like 4 hours (\$200) to be designated as a donation for tax purposes. It's a fair estimation (maybe even conservative) of how much he's done for us.