

Pettee Memorial Library Trustee Meeting

February 10, 2026

minutes

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, director; Therese Lounsbury, representing Friends of the Library; Tom Young, Mary Genella

Meeting called to order: 5:00pm

Potential addition of items to the agenda:

- With appreciation and regret the board accepts Louis Clark's resignation as a member of the board effective immediately.

Monique made a motion to accept the resignation.

Chrystal seconded the motion.

All approved.

- Marie made a motion to appoint Chrystal as the treasurer

Monique seconded the motion.

All approved.

- Severe Weather Policy

Chrystal made a motion to accept the weather policy as edited.

Carolyn seconded the motion.

All approved.

- The board will go to the selectboard to request that Tom Young be appointed to take Louis' spot as a trustee.

Public Comments:

Secretary's Report: January 13, 2026

Chrystal made a motion to accept the January report.

Monique seconded the motion.

All approved.

Treasurer's Report:

Chrystal is working on getting the budget report together. She has met with Louis. She is arranging a meeting with the new bookkeeper.

Heat Pumps

Carolyn checked and the Human Services and Educational Facilities grant for \$10,000 is coming to help offset the cost of the pumps.

Furnace

The furnace failed last week and needed to be replaced. Carolyn got two quotes from companies. The board signed with Nido for a cost of \$11,750. They are starting on Thursday (2/12) to take out the old furnace then put in the new one. The work should take 2-3 days.

Shed

The Board needs to go before the DRB. Carolyn will have the application in by the end of this week (2/13). Carolyn volunteered to be the board's agent through the DRB process and the shed set up.

Request for an easement by the Arthaus

Marie made a motion to approve an easement for the Arthaus to install a handicap ramp that will run along the common side of the two properties.

Chrystal seconded the motion.

All approved.

Investments

Carolyn signed a contract with Twombly Wealth Management Group to be the library's investment advisors.

The board decided to table moving some money from the revitalization account .

Director's Report: January

Chrystal made a motion to accept the request for staff wage compensation through February 14 for the hours missed due to the extraordinary circumstance of the furnace failing.

Monique seconded the motion.

All approved.

Personnel Policy

Marie made a motion to approve the first read.

Chrystal seconded the motion.

All approved.

Meeting adjourned: 7pm

Marie made a motion to adjourn

Monique seconded the motion.

All approved.

Next Meeting: in the library on March 10, 2026 at 5pm

Reports attached

Respectfully submitted by Marie Paige, secretary

January Statistics for February Trustees Meeting, 2/10/2026

(Lynne Cannon, Director)

Circulation

Patron visit count: 1,040

Website visits: 86

January circulation: 643

Palace circulation: 30

Interlibrary loans total: 183

PC Use: 56

Programs:

Children's (Storytimes, Lego, Teen Service Day, Beaver Brook w/Kay, Home School Meet and Greet, Golden Dome presentations at TVES): 69

Adults (Poetry Party, Cookbook Club, Writers, Snowmen/Snowflakes, Book Club): 23

Looking forward:

- February delayed "Magic of Motown," delayed Valentine's surprise, Chinese lanterns, Winter Break Extravaganza in conjunction with DVCP; 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*, Vermont Trivia night, America 250 lecture
- Friends' Flatbread Pizza event Feb 24th

Upcoming expenses:

- Furnace, upcoming programs, dehumidifier

Final Notes:

- Doug Swan/Swan Security transitioning alarm monitoring station/partnering with Rapid Response Monitoring Service, to be merged April 1. We will be asked to provide a new contact/call list and receive a confirmation once the transfer of information is complete.

- Elizabeth Collard (West River Bookkeeping) confirmed a credit of \$886.59 to our M&T account from credit card usage 1/22/26.
- Would like to know what should be done with black metal shelves in the furnace room—simply put them out on the lawn as free, or pay for removal?
- Noah Stambovsky would like 4 hours (\$200) to be designated as a donation for tax purposes. Will work out receipt with Elizabeth Collard for this.
- State report due March 6. In progress.