

Pettee Memorial Library Trustee Meeting

March 10, 2026

minutes

5:00PM in the library

or

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

Meeting ID: 858 1271 1913

Passcode: 067205

Present: Tom Young, chair; Chrystal Holt treasurer; Marie Paige, clerk; Monique Johnson, vice chair; Mary Genella, Lynne Cannon, library director, Therese Lounsbury, representing The Friends of the Library

Meeting called to order: 5:00pm

Potential addition of items to the agenda:

Reorganization

The board meeting will be the second Tuesday of the month in the library at 5:00pm

Officers

Mary made a motion to nominate Tom Young as chair.

Monique seconded the nomination.

All approved.

Chrystal nominated Marie as the clerk.

Monique seconded the nomination.

All approved.

Marie nominated Chrystal to be the treasurer.

Mary seconded the nomination.

All approved.

Chrystal nominated Monique as vice chair

Tom seconded the motion.

All approved.

Public Comments:

Therese Lounsbury, The Friends of the Library

- \$1,775 was raised at American Flatbread from the raffle and baskets.
- \$404 was raised from the pizza sale.
- \$361.92 was raised from the booth at town meeting.

The board stated their appreciation for the Friends' effort.

Clerk's Report: February

Tom made a motion to accept the report.

Mary seconded the motion.

All approved.

Treasurer's Report: February

The February report will be reviewed at the April meeting.

Director's Report: February

The Board directed Lynne to seek out another counter as the present ones are not accurate.

A complaint was lodged with the Dover Police regarding an identity swipe that might have happened on one of the library computers. We are cooperating with the investigation.

Computer Geeks found Deep Freeze is not wiping the computers each night. They will do some research and look for a way to handle that situation. Possibly they will learn, Deep Freeze can set to wipe the history after each user. If not, they will give us options for other types of service.

Lynne will work to draft a computer policy for the April board meeting.

The Board gave approval for the library to pay for the TVES second grade trip to the Dr. Seuss museum this spring.

Personnel Policy Review

The second reading of the personnel policy will happen at the April meeting.

Meeting adjourned: 6:30pm

Monique made a motion to adjourn.

Mary seconded the motion,

All approved.

Next Meeting: in the library on Tuesday, April 14, 2026

Reports attached

Respectfully submitted by Marie Paige, clerk

February Statistics for March Trustees Meeting, 3/10/2026

(Lynne Cannon, Director)

Circulation*

Patron visit count: 514

Website visits: 126

February circulation: 397

Palace circulation: 29

Interlibrary loans total: 209

PC Use: 24

*Numbers affected by library closure 1/29 through 2/15.

Programs:

Children's (Storytimes, Teen Service Day, Beaver Brook w/Kay, TVES PreK visit, Winter Extravaganza at OSEC [Chinese lanterns]): 38

Adults (Book Club): 7

Looking forward:

- St. Pat's Day scavenger hunt, March Puzzle contest; April Tiny Art show and Entomology presentation; May Fossil Dig for kids, Karen Horton garden startup, TBD Ghost stories/Magic, Vermont Trivia night
- Re-starting Cookbook Club and Tech Time in April
- Stargazing nights: We now have 3 telescopes; will reach out to DVCP to see if they'd like to collaborate on 3 dates between April and November for meteor showers

Upcoming expenses:

- W.B. Mason service/repair of fuser in upstairs printer; electrician for plugs repairs; Tim at VT Geeks for complete tech audit requested by police; upcoming programs; dehumidifier
- TVES May 2nd grade field trip to the Suess museum in Springfield; will contact Whitingham to see how they're willing to help
- Materials/totes for Summer Reading (likely partially subsidized by the Friends)
- Possible need for replacement door counters

Final Notes:

- State report is done.
- Friends suggested collaborating with Dover and Whitingham on a Santa's Workshop in December. They'd like to meet with Laura to see how they can help with Summer Reading and the December workshop.
- Lynne will be working with Friends on Trunk or Treat program orders this year.
- What to do with old VHS tapes—contact Julie Moore at WHS?