

Pettee Memorial Library Trustee Meeting

April 14, 2026

minutes

5:00PM in the library

or

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

Present: Tom Young, chair; Monique Johnson, vice chair; Chrystal Holt, treasurer; Marie Paige, clerk; Mary Genella, Lynne Cannon, library director; Friends of the library, Kathleen Santosuosso and Therese Lounsbury; Carolyn Palmer

Meeting called to order: 5:03pm

Potential addition of items to the agenda:

Therese and Kathleen shared that the Friends of the Library voted to financially support the summer reading program by donating \$2,000.

Public Comments

shed project - Carolyn Palmer

DRB-recessed to May 5 due to the DRB and neighbors asking for more information about the shed placement.

Taryn Lawrence stated LaCasita has 3.5 feet out behind the restaurant. The plan now is for the shed to go 4 feet out .

Adam Grinold, a neighboring property owner, asked for a survey.

Scott Tucker, the town manager, also thought a survey would be appropriate at this time as it could be used for the shed and for the Arthouse's easement. Scott stated that the town will be pay for the survey.

Ben Joyce will look into it and give an estimate to the town.

Carolyn will let Alex, the zoning board administrator, know when the survey is scheduled so he can add the shed permit request to the appropriate DRB agenda.

Clerk's Report: March

Tom made a motion to accept the minutes .

Mary seconded the motion.

All approved.

As the personnel policy is still being revised, Tom made a motion to defer the second reading until May.

Marie seconded the motion

All approved.

Treasurer's Report: March

Chrystal and Lynne updated the board on the need to change bookkeepers. Elizabeth, from West River Bookkeeping, had called Lynne on April 1 to inform her that due to a loss in her family, she would be unable to continue as the library's bookkeeper beginning immediately. She did recommend an associate.

After communicating with the recommended associate regarding what being the library bookkeeper entails, Chrystal recommends to the board that we contract with Michel Urbinati.

Chrystal made a motion to share a service agreement with Michel Urbinati to be the library's bookkeeper.

Marie seconded the motion

All approved.

Director's Report: March

Meeting adjourned: 6:09pm

Tom made a motion to adjourn.

Marie seconded the motion.

All approved.

Next Meeting: in the library on May 12, 2026 at 5pm

Reports attached

Respectfully submitted by Marie Paige, clerk

**PETTEE MEMORIAL LIBRARY
TREASURER'S REPORT
April 1, 2026**

	Total	General Fund	Revitalization Fund
Cash available as of 1 April, 2026			
General Fund Checking	\$ 134,735.00	\$ 134,735.00	
Revitalization Fund Checking	195,508.00		\$ 195,508.29
Total Cash Available	\$ 330,243.00	\$ 134,735.00	\$ 195,508.29
Friends of the Library	\$ 13,077.12	\$ 13,077.12	
Fiber Grant Balance	\$ 10,238.27	\$ 10,238.27	
Credit Card Payable	\$ (573.67)	\$ (573.67)	
Payroll Taxes Payable	\$ -	\$ -	
General Fund	\$ 65,683.28	\$ 65,683.28	
Renovation Fund	\$ 12,193.00		\$ 12,193.00
Town Capital Fund	\$ 25,487.26		\$ 25,487.26
Endowment Funds	\$ 157,828.03		\$ 157,828.03
	\$ 283,933.29	\$ 88,425.00	\$ 195,508.29

March Statistics for April Trustees Meeting, April 14, 2026

(Lynne Cannon, Director)

Circulation

Patron visit count: 640

Website visits: 107

March circulation: 694

Palace circulation: 29

Interlibrary loans total: 182

PC use: 50

Programs

Children's story times, Teens service day, St. Patrick's treasure hunt, WINGS Playwrights: 24ish

Poetry party, Magic of Motown, Writers group, Eggstravaganza, Book Club, Puzzle Contest: 33

Looking forward

Teens Make Terrariums (4/16), Entymology session (4/19), Earth Day Activity (4/22), Structure, Stress & Resilience (4/25), Dani and Walter the Therapy Dog (5/3), Garden startup with Karen Horton (5/22), possibly National Scone Day (5/30), Kids Fossil Dig (6/27)

Upcoming expenses

New sandwich board approx. \$152, Amazon

New door counters approx. \$180, Amazon

Tim @ Vermont Geeks to recalibrate/wipe/deep freeze all PCs; cost unknown at this point

Elizabeth Collard's (West River Bookkeeping) final bill; also cost unknown

Shed

Additional mini-split in the children's room?

More summer reading programming/supplies (see below)

(continued)

Notes

4/13 – Dover Police have determined we no longer need to be on hold to fix the computers. The case is ongoing but they've got what they need from us. Called Tim at Vermont Geeks and he will check back to schedule us asap.

Uni-first floor mats would like to know if we'd like to go to monthly interval now that the weather is better.

We received an overdue notice from the IRS. I sent out a check under certified mail 4/13 for \$265.66.

Laura and Lynne both registered/paid for June 1st VLA conference. Jennifer will help Kathleen cover the day.

Friends have agreed to contribute up to \$2,000 toward Laura's summer reading plans, which include tote bags with crafts and small books, summer bingo raffle material and prizes, and dino-themed presentations.

Waiting on details from TVES for 2nd grade Seuss museum trip.

Heads-up on Lynne's planned vacation time (so far): June 16-21, July 7-13, October 7-12