

Pettee Memorial Library Trustees Meeting

June 9, 2026

5:00 PM: Pettee Memorial Library

or

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

Meeting ID: 858 1271 1913

Passcode: 067205

**Present:** Tom Young, chair; Monique Johnson, vice chair; Chrystal Holt, treasurer; Marie Paige, clerk; Mary Genella, Lynne Cannon, library director, Kathleen Santosuosso, Friends of the Library representative

**Call to Order:** 5:07pm

**Public Comments/Updates:**

Shed on the DRB agenda in July.

**Potential Additions of Items to the Agenda:**

The Board will think of a way to commemorate Louis Clark.

**Clerk's Report:** May

Tom made a motion to accept the report.

Chrystal seconded the motion.

All approved.

Personnel policy draft shared and the board drafted a bereavement policy

**Treasurer's Report:** May

Mary made a motion to accept the report.

Monique seconded the motion.

All approved.

- Transitioning accounts to BSL from M&T
- With the passing of the former treasurer, we are working our way through accounts.

**Director's Report:** May 2026

**Friends of the Library Report:** May

- Looking for someone to do the craft at the June Village Stroll
- Book Sale

Book sort at OSEC Thursday, June 11 at 11:30 am

Question for the Friends - How to deal with the reality that customers start browsing before we are even set up?

Ordering bags again

**Next Meeting:** July 14, 2026 in the library

**Adjournment:** 6:40pm

Reports attached

Respectfully submitted by Marie Paige, clerk

## May Statistics for June Trustees Meeting, June 9, 2026

(Lynne Cannon, Director)

### Circulation

Patron visit count: 696 (108 kids)

Website visits: 169

April circulation: 704

Palace circulation: 37

Interlibrary loans total: 143

PC use: 38

### Programs

Children's story times, Beaver Brook visits: 23

Poetry party, Cookbook club, Writers group, Tech Time, Book Club, Walter the Therapy Dog, Knotweed presentation, Gardening with Karen Horton, National Scone Day: 60

### Looking forward

Vermont Trivia (6/10), Eagles presentation (6/14), New England Ghosts (6/26), Kids Fossil Dig and Kids Yoga (6/27), TVES Summer program sessions (outreach) (7/6 through 7/10), Among Dinosaurs program w/Whitingham (7/9), Dino-man w/Dover (7/16), Adult Dinosaur spelling bee (7/24)

### Upcoming potential expenses

- Elevator service performed 6/9/26; inspectors should be here week of 6/15-19.
- Donnamarie/landscaping: I do not have an alternate plan.
- Computers/Printer: Ongoing consultation with Tim @ Vermont Geeks; still do not have "wipe" plan in place. No bill for time received yet. We had issues with the printer communication and the firewall that were tended by WB Mason and the Vermouth company. There is a new note on the printer advising patrons not to adjust anything. Guess what happened the day after it was fixed.
- Elizabeth Collard's (West River Bookkeeping) final bill; she advised Kathleen that she mistakenly made a personal charge on our account. She will advise Michelle Urbinati and forward us a final bill for services that will deduct what she mistakenly charged.

- Marie Gatti has informed me that her weekly price for cleaning the library will go up \$15 per week beginning July 1<sup>st</sup>. The cost per week will be \$140.

**Notes:**

- Minisplits
- Michelle Urbinati met with me Friday May 15 and is meeting with me Monday June 15 to get her linked to Quickbooks online, again, which does not seem to be working. Still.
- We have a teen interested in volunteer hours for the summer.
- We do not have a substitute librarian in place for July 19<sup>th</sup>, a Sunday, when both Jennifer and I will be away and Kathleen and Laura are not available.
- We have received, so far, 7 donations in honor of Louis.
- We are having increasing problems with “boundaries.”

REPEATED: Marie has requested to be sent a link for our summer reading program plans (by June 12<sup>th</sup>) so she can forward in schools prior to Field Day (June 15<sup>th</sup>). Therese Lounsbury suggested we run 1/12-page ads in Deerfield Valley News.

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

	<b>Total</b>	<b>General Fund</b>	<b>Revitalization Fund</b>
<b>Cash available as of 1 June, 2026</b>			
General Fund Checking (M&T)	\$ 82,050.00	\$ 82,050.00	
Operating Checking (BSAL)	\$ 20,000.11	\$ 20,000.11	
Revitalization Fund Checking	195,540.00		\$ 195,540.00
Total Cash Available	\$ 297,590.11	\$ 102,050.11	\$ 195,540.00
Friends of the Library	\$ 14,825.00	\$ 14,825.00	
Fiber Grant Balance	\$ 10,238.27	\$ 10,238.27	
Credit Card Payable	\$ (68.00)	\$ (68.00)	
Payroll Taxes Payable	\$ -	\$ -	
General Fund	\$ 102,050.11	\$ 102,050.11	
Renovation Fund	\$ 12,194.00		\$ 12,194.00
Town Capital Fund	\$ 18,012.00		\$ 18,012.00
Endowment Funds	\$ 157,828.03		\$ 157,828.03
	\$ 315,079.41	\$ 127,045.38	\$ 188,034.03