

Pettee Memorial Library Trustee Meeting

Minutes

August 11, 2026

5:00PM in the library

or

[PetteeMemorialBoardZoomlink](#)

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

Meeting called to order: 5:09pm

Potential addition of items to the agenda:

Shed Project;

- Survey required removal of the poured concrete slab
- Tom is reaching out to the zoning administrator.
 - About the La Casita “porch” being on the library property;
 - When was it put up?
 - How does the Board document that part of the porch is on the library property?
 - In writing, find out what if any restraints will have to be considered in positioning a shed on the library property.

Floor Project for the Children’s Area

- One bid already submitted by Cedar & Slate LLC
- Tom and Lynne will be meeting with Lawton’s next week.

CC Haynes Fund - will be put on next month’s agenda

Public Comments:

Clerk’s Report: June

Chrystal made a motion to accept the June report.

Mary seconded the motion.

All approved.

Revised Draft of Personnel Policy

Marie made a motion to accept the revised personnel policy as written pending any minor grammatical edits.

Chrystal seconded the motion.

All approved.

Treasurer's Report: June and July

Marie made a motion to accept the June and July reports.

Monique seconded the motion.

All approved.

Director's Report:

Friends of the Library update:

The book sale went well. The estimate is that the sale made over \$1,400. The board members shared their appreciation for the volunteers' hard work in running such a successful fundraiser.

Remaining books were donated to Roundabout Books in Greenfield.

Now the Friends are turning their attention to Trunk or Treat.

Meeting adjourned: 6:54pm

Tom made a motion to adjourn.

Mary seconded the motion.

All approved.

Next Meeting: in the library on September 8, 2026

Reports attached

Respectfully submitted by Marie Paige, clerk

PETTEE MEMORIAL LIBRARY
TREASURER'S REPORT
August 1, 2026

	Total	General Fund	Revitalization Fund
Cash available as of 1 August, 2026			
General Fund Checking (M&T)	\$ 63,202.94	\$ 63,202.94	
Operating Checking (BS&L)	\$ 10,700.85	\$ 10,700.85	
Revitalization Fund (M&T Money Market)	195,573.64		\$ 195,573.64
Total Cash Available	<u>\$ 269,477.43</u>	<u>\$ 73,903.79</u>	<u>\$ 195,573.64</u>
Friends of the Library	\$ 13,077.12	\$ 13,077.12	
Fiber Grant Balance	\$ 10,238.27	\$ 10,238.27	
Credit Card Payable (M&T CC)	\$ (1,873.70)	\$ (1,873.70)	
Payroll Taxes Payable	\$ -	\$ -	
General Fund	\$ 73,903.79	\$ 73,903.79	
Renovation Fund	\$ 12,214.78		\$ 12,214.78
Town Capital Fund	\$ 25,509.04		\$ 25,509.04
Endowment Funds	\$ 157,849.82		\$ 157,849.82
	<u>\$ 290,919.12</u>	<u>\$ 95,345.48</u>	<u>\$ 195,573.64</u>

- “Far Out” film (8/23), VT Wildlife Festival (9/21), VT Humanities program (cartoonist to coordinate with *Charity and Sylvia*)(9/27), Trunk or Treat (tbd)
- We will also be repeating Ice Cream Day soon because there’s a ton left over due to bad weather.

Upcoming potential expenses

- Tim from Vermont Geeks came in 7/2 and 8/6 to fix computer 3, to get Deep Freeze functioning. He’ll contact Bill Vermouth about re-activating properly. He also attempted to adjust Deep Freeze timing; so far computer 1 is still doing its own 4 p.m. thing.
- Interviewed potential new landscaper – weeding and deadheading week of August 9th, she will provide a proposal for future work.
- Have received estimate from one vendor for Children’s room floor, and Tom and Lynne plan to visit second vendor Monday August 17th in Brattleboro.
- Laura hosted the Plant Walk on August 8; vendor will be invoicing for \$150-200.

Notes:

- Donnamarie Colasurdo charged \$878 for cleaning out the Willard garden; she would like to come back twice more before fall. UPDATE: Donnamarie resigned from working on library gardens.
- As of July 27th, we had received a total of \$2,063 in donations in Louis Clark’s honor. All checks have been deposited in BS&L.
- Friends have approved moving their funds to pay for purchase of additional canopy for Book Sale (\$180.49, Amazon). Kathleen Santosuosso was sent a check for \$52.44 to reimburse for the purchase of bags for the sale.
- Elevator maintenance was done twice; expecting the inspector to contact us for 5-year inspection due in August.
- Laura received her certification for Librarianship from the Vermont Library Association at the VLA conference on June 1.
- We need the new credit card activated in order to move from the old M&T account in Louis’ name to the BS&L account, which is attached to Chrystal’s name. Meeting w/ Michelle Urbinati (bookkeeper) August 12th to sort through access to accounts, reconcile M&T materials.

- Staff is wondering if there is a policy/set amount for charging out-of-town permanent patron applications. We serve without fee most of the surrounding towns, but—for instance—Brooks Memorial charges for out of towners. Is this something we should do?
- Laraine Morrow has offered us another print by Skip Morrow; will provide copy of image at meeting. We would like to accept it.

June and July Statistics for August Trustees Meeting, August 11, 2026

(Lynne Cannon, Director)

June

Patron visit count: 812 (incl. 148 children)

Palace circulation: 29

June circulation: 815

PC use: 47

Interlibrary loans total: 188

Website visits: 248

July

Patron visit count: 1,235 (incl. 297 children)

Website visits: 420

June circulation: 1,063

Palace circulation: 28

Interlibrary loans total: 198

PC use: 62

Programs

June

Children: story times, Summer Reading kickoff: 70

Adults: Poetry party, Cookbook club, Writers group, Tech Time, Book Club, Vermont Trivia, New England Ghosts: 51

Both: Eagles of Harriman: 31

July

Children: TVES summer camp visits (three of them, five sessions each); storytimes, Among Dinosaurs with SVNHM, Dinoman (in conjunction with West Dover Library), Fairy Stroll crafts (in conjunction with Town of Wilmington), Rec Dept Middle School visits: 376+

Adults: Cookbook club, Poetry, Tech Time, Dino Spelling Bee, Book club: 15

Both: Ice Cream Day: 21

Looking forward