

**ABBOTT MEMORIAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
October 17, 2016 MEETING**

The meeting began at 7:08 PM. Present: Anne Bower, Betsy Rhodes, Betsy Siebeck, Jean Souter, Tessa Westbrook, and Cory Smith, Librarian.

Anne Bower opened the meeting and the agenda was reviewed and adopted. The minutes from the September 19th meeting were amended and unanimously accepted. Jean agreed to file the final minutes.

**REPORTS**

**Librarian:** Cory presented her report (attached). It is for both August and September. We discussed the upcoming Halloween party on October 25<sup>th</sup>. Cory met with the librarian at Strafford last week to learn more about online cataloging. Sue Heston will work with her on this starting at the end of the month. We agreed to the cost of the extra hours.

**Buildings & Grounds:** Betsy Rhodes reported that the radon levels are fine. There were furnace noises and it turned out to be a caught bat. Once removed, the furnace was fine. Cory and Betsy will inspect the area to see how the bat might have gotten in. Cory will call Peter Gebhardt to install the storm windows.

**Treasurer:** Betsy Siebeck reported the accounting for the Roof Restoration project has been completed. The checking account interest, \$21, was put on the books for fiscal year 2016. Betsy S. has started to work on the budget and will bring it to the next meeting.

**Development:** Tessa drafted the annual appeal letter and asked for input from the board members. She will email it to all of us for comments and/or additions once it's complete. She is also working on updating the donor list. It was agreed that the board members will meet on Saturday, November 12, at 9:00am to prep the envelopes, letters, and stuff them, provided everything's ready to go.

**Chair:** Anne has completed the Roof Restoration Project report and will send it out to the Historic Preservation Division of Vermont, so we can get the reimbursement funds. Finnie Trimpi created a donor thank you plaque to be placed in the library. Anne had it matted and framed. The board agreed to pay Finnie an honorary amount of \$100 for making it. The Roof Restoration Celebration held on September 24<sup>th</sup> was a success, and many donors (and others) took the old tiles, but there are still many left on the side lawn of the library. The board discussed where they should go, and in what order, to interested parties.

**OLD BUSINESS**

**Long Range Plan:** The committee members are set to work on the new Long Range Plan for the Library. They are; Sue Heston, Brook Heston, Barbara Henzel, Joanna Long, Anne Bower, and Cory Smith. It was agreed that we will solicit ideas for this plan on the Pomfret listserv.

***Value of Art held within the Library:*** Jeannie will begin working on this and Tessa agreed to help once the annual appeal letters are done.

***Finding another Trustee:*** We brought up some names for a possible Trustee to replace Carole. Board members will make some calls.

### ***NEW BUSINESS***

***From Trustees' Calendar:*** Betsy R. presented a 3 year capital budget for long term needs for the building and grounds. The storm window needs will have to be evaluated for a more accurate budget amount.

It was decided that rather than make a technology plan, Cory will make an inventory of what we have, when the items were purchased, and any maintenance contracts we have. It will also include replacement dates.

Next month we should all bring ideas for the Winter Speaker Series. We usually have three, and one is always a Moth. Looking on the Humanities Council website may provide some ideas.

### ***OTHER BUSINESS***

***Town Report Cover:*** The Selectboard would like to put the Library on the cover. Anne will meet and work with Becky on this.

The meeting adjourned at 8:55pm.

The next Board of Trustee Meeting will take place at the library at 7 PM on Monday, November 14, 2016. This is the second Monday in November. Jean will let Becky know so she can post it on the town website.

October 17th Minutes respectfully submitted by Jean Souter on October 24, 2016.