

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
November 13, 2017 Meeting**

The meeting began at 7:10 PM. Present: Anne Bower, Betsy Rhodes, Betsy Siebeck, Jean Souter, Tessa Westbrook, and Cory Smith, Librarian.

Absent: Jenn Gubbins

Anne Bower opened the meeting and the agenda was reviewed and adopted. The amended minutes from the August 22 meeting were unanimously accepted. Jenn will file the final minutes.

REPORTS

Librarian: Cory presented her report regarding library use, programs in October, and upcoming events. She reported on barcoding progress and the redesign of the website. We discussed the possibility of a lantern making workshop, and decided to do it after school on either December 5th or 12th.

Building and Grounds: Betsy Rhodes reported that the radon levels are borderline, but still fine. She continues to monitor it. Peter Gebhardt will put the storm windows in this week. The window project is essentially done. The adult and children's rooms are complete. The window on the way to the basement is the only one left to be worked on. Betsy R. bought a dozen containers (on sale) for the basement reorganization. Speaking of the basement, she is still working on getting a professional to deal with the peeling paint and repainting those walls. The light fixture in the basement needs to be repaired. Betsy will fix it as long as it's the simple job she predicts it would be.

Treasurer: Betsy Siebeck presented the budget. After review and discussion, it was approved by the board. Nicely done, Betsy! The board also approved the purchase of *Quick Books Pro* for \$219. This will go on the dedicated computer that Anne Bower is donating to the library.

Development: The fundraising draft letter that Tessa had written was reviewed. There were a few minor edits. The board approved the well written letter. Tessa will send an email with the corrections for final review. We tentatively set a work day for preparing the letters for mailing on December 2nd.

Tessa noted that we are running low on thank you cards, and we discussed changing the design for new cards. Tessa will get started on creating a new multi-purpose notecard.

There was a short discussion about a future fundraising letter which might include planned giving. We will visit this later in 2018.

Community Outreach: The three winter programs have been decided on with no specific dates yet. We will host another Moth. Chuck Gunderson will hold a discussion on his newly published book, and Anne Bower will host a poetry reading with other local poets.

Chair: Anne has reached out to Kevin Butler regarding the roof tile maintenance, but has had no response yet. The website improvement has begun. Cory and Marie Cole have met, and it is now in Marie's hands.

OLD BUSINESS

Art and Artifacts: Jeannie has accounted for most of the items on the master list from 2004. After corresponding with Alan Graham, she found that The Pomfret Historical Society is holding the tin chandelier. During the meeting, Cory located the John Taylor Arms etching in the library basement. Most of the board believes that the ten large studio portraits are hanging in the Pomfret Town Hall. Jeannie will confirm this. Jeannie will update the Art and Artifacts list, including value, for insurance purposes. It was noted that there was an additional piece by Cimiotti that was listed separately on the insurance policy. It was located in the adult book room.

NEW BUSINESS

From the Trustees Calendar: The budget and fund raising letter were done. (see above)
Anne has written a thorough draft for the annual report and asked the board for comments, edits, and/or additions.

The meeting adjourned at 9:05 PM.

The next Board of Trustees Meeting will take place at Anne's house at 6 PM on Monday, December 18, 2017.
Jenn Gubbins will warn it as it will be at a different place and time.

November 13th Minutes respectfully submitted by Jean Souter on November 17, 2017.