

## **ABBOTT MEMORIAL LIBRARY BOARD OF TRUSTEES draft MINUTES December 18, 2017 Meeting**

The meeting began at 6:20 PM. Present: Anne Bower, Betsy Rhodes, Betsy Siebeck, Jean Souter, Tessa Westbrook, Jennifer Gubbins and Cory Smith, Librarian. Absent: None

Anne Bower opened the meeting and the agenda was reviewed and adopted. The amended minutes from the November 13<sup>th</sup> meeting were unanimously accepted. Jean Souter will file the final minutes.

**REPORTS Librarian:** Cory presented her report regarding circulation, patron tally and upcoming programs. Circulation statistics in November 136 (vs 156 last year and 188 in 2015). Listen Up Vermont – 515 as of December 15 (vs 322 last year and 200 in 2015). Patron tally in November was 160 (vs 174 both last year and in 2015). Other November stats include 2 new patrons, 8 computer users at 2.5 hours, WiFi – 1 user at .25 hours and 44 volunteer hours.

42 people (30 children and 12 adults) attended the Brown Girl Dreaming book discussion at The Prosper Valley School.

The Lantern Making workshop and parade was attended by 11 children and 5 adults.

**Building and Grounds:** Betsy Rhodes reported that the radon levels are fine. She continues to monitor it. Ron Waters will be looking at the paint issues in the basement.

**Treasurer:** Betsy S. talked about the transfer of programs to the Abbott treasurer's laptop. We discussed getting a Word license from Justin McCoart and having him do all the transfer, including her old QuickBooks Premier to the new QuickBooks Pro, an antivirus, and Microsoft Office. The board decided to hire Justin, and Betsy S will be the contact person.

We discussed the status of the town report pages. They are on schedule and will be to the auditors shortly after the 1<sup>st</sup> of the year. Betsy R. will format.

We discussed out in kind policy and what kinds of volunteer board hours become in kind donations. The board will create a policy that gives us consistency, but the subject was tabled.

There was also discussion about the new insurance number and the change it will make to our fy19 budget. Betsy will contact the SB about the change. The new number is \$40,587, which gives us a 1.81% rise from last year's appropriation request. The insurance breakdown is: property \$1,785, furnace \$\$156, general liability \$195, and workers' comp \$130.

Betsy S mentioned that we should look into continuing the Teago snow removal and dumpster use now that ownership of the store has changed. Anne B. will do this.

Betsy also mentioned that we might want to keep on the table Chad's suggestion about separate account lines for our donations-other and electricity accounts. It might help Nancy and give her clarity as she starts to transition. No decision was made.

Lastly, to get Nancy Merrill involved with the board before town meeting, she will work with Betsy S. on the January and February paperwork, and she will also attend our January and February meetings.

**Development:** The fundraising letter has been mailed out! Thanks to those that were able to attend the work day to get this started and to everyone else who picked up the remaining letters.

**Community Outreach:** Upcoming programs: 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, *You Never Can Tell*, early in the year, possibly late January and Anne Bower will host a poetry reading with other local poets.

Another idea that came up is to hold a grant-writing workshop.

**Chair:**

### **OLD BUSINESS**

**Art and Artifacts:** Jeannie updated the Art and Artifacts list, including value, for insurance purposes and shared the draft with us

**Website:** Marie Cole submitted a rough draft of the new library website. The board will look at the website and give feedback to Cory.

**NEW BUSINESS From the Trustees Calendar:** The fund raising letter has been mailed out (see above).

Our financial data will be submitted to the Town Auditors.

The meeting adjourned at 7:30 PM.

The next Board of Trustees Meeting will take place at 7 PM on Monday, January 15, 2018.