

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
January 16, 2017**

The meeting began at 7:06 PM. Present: Anne Bower, Betsy Rhodes, Jean Souter, , Tessa Westbrook, and Cory Smith, Librarian.

Absent: Betsy Siebeck

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

REPORTS

Librarian: Cory presented her report for January (attached). We discussed if and how we track the library's use for a public meeting place, which Cory does. The library has been offered to buy a yearly pass from VINS (Vermont Institute of Natural Science) for \$150. This pass would be good for 4 people and would work for every day of the year. This could be borrowed in the same way that patrons borrow the passes to the state parks and Billings Farm Museum. The board voted yes on buying the VINS pass. Cory will check to see if any offers are available for the Montshire Museum, although none are advertised at this time.

Buildings & Grounds: Betsy Rhodes reported that the radon levels are fine. She has checked all areas of the building for future projects, repairs, and maintenance. Jim Rose and Betsy R. met to evaluate the shape of the windows. There are no glaring problems, but only a few maintenance issues, which will be dealt with in the spring. Jim will replace some of the window stops and work on fixing the window weights in the front window. Preservative is needed on some inside windows. The attic windows need some weatherproofing. Betsy will put together a budget for hardware, preservative, caulk, and possibly foam for the attic. She also met with Cory to evaluate the basement needs. A few holes need to be filled in and the coating on the walls below the windows needs to be professionally looked at due to some crumbling. The children's room ceiling has been washed (no leaks), and the bathroom ceiling will be checked more thoroughly in the spring. Betsy and Cory are keeping an eye on the front walkway. The swale has been dug out at least once. The thawing and freezing affects the ice buildup in and around the pipe.

Treasurer: Betsy Siebeck couldn't be at the meeting but sent out printed copies of the Library Assets and the Treasurer's Report that was sent to the Town. Overall, we are in good shape.

Development: Tessa reported that more money has come in from the annual appeal letter. We discussed what needed to be included in the thank you notes. We all need to write a few more. Tessa will update the donor book.

Chair: Anne reported that thirteen people met at the library for the Democrats Meeting on Sunday, January 15. For more, see *Old Business*.

OLD BUSINESS

Winter Speaker Series: Anne has organized the program for the Chinese New Year Celebration that will be at the library on Friday, January 27th. She will post it on the website and Cory will make the poster for out front. Betsy R. has spoken with Mark Binder and he is willing to host another "Moth" in March. An exact date has not yet been set.

Jeannie has a lead on someone who may speak and show slides on his recent Antarctica trip. She will follow up on this for either February or April.

Long Range Plan: The committee for the Long Range Plan will meet on January 29th.

Finding Another Trustee: We discussed the board vacancy and will continue to follow up on a few new possibilities.

Narrative and Budget for Town Report: Both have been amended and reviewed and sent off to the Town.

NEW BUSINESS

From Trustees' Calendar:

Establish/Review goals for coming two years: Jeannie and Tessa will work on updating the artifacts collection. The online cataloging project will continue. We will evaluate and redo the website so it is easier to use and edit. The small maintenance projects that have accumulated, mostly interior, will be taken care of.

Annual Librarian Evaluation: Anne and Jeannie will meet with Cory sometime soon.

Vermont Reads: The book for next fall is *Brown Girl Dreaming*. We discussed whether we wanted to participate. It was decided to wait and see how the DCF participation and discussions go, and if the school wants to get involved.

The meeting adjourned at 8:47 PM

The next Board of Trustees Meeting will take place at the library at 7:00 PM on Monday, February 20, 2017.
January 16, 2017 Minutes respectfully submitted by Jean Souter on January 22, 2017.