

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
June 20, 2016 MEETING**

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

Absent: Carole Brown

Anne Bower opened the meeting and the agenda was reviewed and adopted. The minutes from the May 16th meeting were amended and unanimously accepted. Jean agreed to file the final minutes.

REPORTS

Librarian: Cory presented her report (attached) and added that it was a relatively quiet month with no additional programs. The window screens were put in by Peter Gebhardt. He will also be replacing the picnic table for the library grounds.

Buildings & Grounds: Betsy Rhodes reported that the radon levels are very good. The crab apple tree that was over the septic system was removed by Betsy R. and her husband, Ron. She also leveled down and widened the walkway, and cleaned out leaves from the pipe. She trimmed lower branches on the maple and cleaned up the underbrush on our border. John Barnes repaired and sealed the steps. His submitted bill was under budget. The replaced window is actually 5/16", not 1/4" as reported in the May minutes. The painting of the trim is done. Anne will write a thank you note to Ron Waters and his crew. Betsy R. will put in the attic screens.

Treasurer: Betsy Siebeck reviewed financials through June 19th, and they look very good. Added to the June expenses will be approximately \$1000 for the new computers and \$150 for step repairs. That will affect the numbers on the next fiscal year projections and the Year End Budget Narrative. (attached reports)
Betsy S. spoke with John Moore and he recommended not using VCF because they take a big fee. We're happy to stay with Vanguard. A short discussion followed.

Development: Tessa had no new information to report. She will continue to work on a planned giving strategy.

Community Liason: Carole was absent. Other board members reported that the half marathon went well on June 5th.

Chair: Gerard Leone sent Anne pictures showing 5 of the 7 repaired finials for the roof, which she forwarded to the board members. Green Mountain Power has covered the power lines going into the building, so Gerard can safely work on the roof. He has done some cleaning and repairs already, and will be back to work after his vacation. Anne will ask Artistree when we need to get the old tiles out of the basement of the Grange.

OLD BUSINESS

Little Libraries locations: Bob Harrington does not want a little library in front of the N. Pomfret Post Office. Anne is waiting to hear from the church trustees if they are interested in having one at the church. If not, the board agreed that the school would be the next best place because of all the daily traffic. The only downside of this is that there would not be a little library in N. Pomfret.

Loan Agreements & insurance on artwork at Woodstock Historical Society:

Anne got the paperwork, including a two year agreement on Abbott's loaned materials to the Woodstock Historical Society. It will be filed at the library. Anne will check our files for what artwork we are holding at the library and how it's covered insurance wise.

Long Range Plan: A committee needs to be formed made up of 2-3 community members, 2 trustees, and Cory to make a long range plan for Abbott Library. A discussion of possible people on this committee followed, with the hopes that at least one younger patron would be willing to work on the plan. Calls will be made by a few of the trustees. The group would meet over the course of the next year.

NEW BUSINESS

Review Year-end numbers: This was done in the Treasurer's report.

Special Summer Events: We talked about the Roof Restoration Party, thinking that the end of the summer or September will be a good time for it. We also discussed a Summer Moth date, possibly August 19th or 26th. Betsy R. will contact Mark Binder about those dates.

There will be no meeting July unless an emergency comes up.

The meeting adjourned at 8:30pm.

The next Board of Trustee Meeting will take place at the library at 7 PM on Monday, August 15th, 2016.

June 20th Minutes respectfully submitted by Jean Souter on June 24, 2016.