

**ABBOTT MEMORIAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
May 16, 2016 MEETING**

The meeting began at 7:08 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 April 18th meeting were unanimously accepted. Jean agreed to file the final minutes.

**REPORTS**

**Librarian:** Cory reported that April was a busy month, which included three evening programs; the Moth, local talks about Pomfret's history, and the invasive species talk given by Betsy Rhodes and Alan Graham. All were well attended. Cory went to a LUV (Libraries of the Upper Valley) meeting at Sunapee this week, and came back with a supply of audios and videos. She is ready to order the two new computers with software at an estimated cost of \$2200. It was decided that the old computers should go to WinCycle. The very old Mac, in the closet, should be disposed of. Jeremiah Kellogg, the tech consultant from the state library system, spent 5 hours with Cory, training her in online cataloging using Library World. Joanne, Sue Heston, and Cory will work on entering only the items for now (books, audios, videos). Becky, from Peacham is Cory's mentor.

**Buildings & Grounds:** Betsy Rhodes reported that the radon levels are fine. Changing the filters monthly, occasionally checking the input and output vents, and vacuuming once a year is the only required maintenance. The right front window glass has been repaired by *Woodstock Glass* using ¼ " glass. The labor was longer than anticipated, but the glass was donated. Betsy R. fixed the sash after dealing with some unforeseen problems. Peter Gebhardt will put the screens in when Cory calls him. Betsy R. will put in the new attic screens this summer. She bought the cluster fly box but there's been no need to set it up yet. Betsy R. will call John Barnes about putting the stair maintenance on hold until after the roof work is done. Ron Waters crew has finished much of the trim painting on the exterior of the building, including the hand rails. We discussed the walkway, and it was thought that the crown should be raked down a bit to make it flatter. Overall, making the culvert and building up the walkway has worked out well. The Grahams did not want the rhododendrons and offered ostrich ferns to us, but we declined. EC Fiber has been connected!

**Treasurer:** Betsy Siebeck reviewed financials through May 4<sup>th</sup>, and they look very good. The board authorized the treasurer to move additional funds to the reserve account by the end of the fiscal year. Betsy S. was told by Ellen DesMeules and Becky Fielder that there was a box of library records at the town offices. She will find out what exactly they are, whether we need them, and ask the treasurer to keep Abbott records separate from town records. John Moore just got back in town so Betsy S. will contact him soon about our investment questions. Betsy S. posted on the librarian's listserv asking how other libraries in the state invest their funds. The responses show investments in both the Vermont Community

Foundation and Vanguard, both getting good reviews. Betsy will discuss VCF with John Moore, but the board is satisfied with Vanguard at this point.

**Development:** Tessa noted that the annual appeal donations keep trickling in. She started her research on a planned giving strategy that might work for us. The American Library Association has good information. She suggested that we might want to have a pamphlet that could be added to our annual appeal letter and also be available at the library. The information could also be on our website. Tessa would be the contact person if anyone asks about it. The board agreed with her ideas so she will continue to work in that direction. Tessa is also interested in attending a workshop on planned giving. Sometimes VLCT (VT League of Cities and Towns) hosts them

**Community Liason:** Carole was absent.

**Chair:** Anne made copies of our disability policy and they are now at the library and the town offices.

Becky Talcott of The Woodstock Historical Society contacted Anne about the Abbott's pieces being held there. She was doing an inventory.

Sue Heston has lined up all the volunteers for the Covered Bridges ½ Marathon being held on June 6<sup>th</sup>.

Gerard Leone contacted Anne to tell her he was working on the 7 finials.

## **OLD BUSINESS**

### **Little Libraries locations**

Jim Rose, the creator, is installing a Little Library at Teagos tomorrow, May 17<sup>th</sup>. It will be out front next to the mailbox. The next one will be at the town offices, in front facing the road. The third one is still waiting for a home. Anne has tried contacting Bob Harrington a few times about putting one by the N. Pomfret Post Office. She has not heard back from him yet. If the answer is no, she will contact the trustees of the N. Pomfret Church. Anne will monitor all the little libraries. There are directions inside the door of each one. Anyone is free to donate or take books. There are two shelves in each, one for adults and the other for children's books.

## **NEW BUSINESS**

**Review Long Range Plan:** The Abbott Memorial Library Long Range Plan has not been updated since 2014. At some point soon we should form a committee of 5 or 6 people to update this document. The committee should include two trustees and interested community members.

**Review Operating Policies:** Anne will make adjustments as discussed to the operating policy. Betsy S. will send the trustees the updated investment policy. The manner of paying bills is set and the Year End Budget was discussed under the Treasurer's Report.

The meeting adjourned at 9:00pm.

The next Board of Trustee Meeting will take place at the library at 7 PM on Monday, June 20, 2016.

May 16<sup>th</sup> Minutes respectfully submitted by Jean Souter on May 23, 2016.