

ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES' MEETING
October 16, 2017

The meeting began at 7:05 p.m.

Present: Anne Bower, Betsy Rhodes, Tessa Westbrook, Jennifer Gubbins, Jean Souter, Betsy Siebeck and Cory Smith,
Librarian

Absent: None

Anne Bower opened the meeting, and the agenda was reviewed and adopted. The minutes from the September 18th meeting were accepted. Jeanie will file.

REPORTS:

Librarian: Cory reported that 32 copies of the Vermont Reads Books (Brown Girl Dreaming) have been delivered to the school. They will also have the book digitally downloaded.

The Halloween party will be held on Thursday, October 26th from 5-6:30.

The barcoding continues.

Building and Grounds: Betsy R. reports that the radon level appears to have gone up while there was construction going on for the Grange theater but is now back down to 2.7 which is good.

The first round of basement cleanup has been done by Betsy R., Anne and Cory. The crafts/supplies are the next items to go through. Betsy R. will be ordering totes to organize.

Betsy R. will move forward with getting a couple of estimates for the painting of the basement, which we are hoping to do in early spring.

Jim Rose, along with Betsy and Ron Rhodes and Anne, have spent several hours working on the library window repairs. The adult room is nearly finished, and then they will be moving on to the children's area.

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Treasurer:

Betsy S. presented a preliminary budget of the coming year which we reviewed. She is awaiting a few numbers from Cory and then will bring it back to us to adopt at our next meeting before it is sent in to the town.

Development:

Tessa will be getting the annual appeal letter ready to mail out. She received the grand list from the town clerk and is in the process of cross-checking it with our donor list.

Community Liaison:

Jeanie is working on planning our Winter Series, including working with the VT Council on Humanities. She will also be looking into an Abenaki program as well as pursuing other options.

Chair:

Anne reported that the meeting with Marie Cole regarding updates to our website will be tomorrow, October 17th. She has also been communicating with Fiona from ArtisTree regarding the sculpture project. Fiona is interested in doing some sort of book sculpture as well as houses along the perimeter of the property. This will likely happen in the spring.

OLD BUSINESS:

Arts and Artifacts: Jeannie now has all of the files and will be working on this.

Website Improvement: As reported under the chair's report, Anne and Cory will meet with Marie Cole our website redesign.

Treasurer Search: Betsy S. reported that two people were interviewed. Nancy Merrill will be joining the board as our new treasurer in March. She will attend our January and February meetings to see how they are run. We discussed the purchase of QuickBooks Pro for her computer, or the possibility of getting a dedicated "library" laptop that we can install QuickBooks on. Anne has a used Dell computer that may be updated for this – she will check into this before the next

meeting.

NEW BUSINESS:

Three-year capital budget for long term needs: Betsy R. presented a draft copy to the board which we reviewed. There are two items that we discussed under the 2018-2020 projected budget: Slate roof tile maintenance and the painting work needing to be done in the basement as well as peeling paint in the bathroom. Anne will contact the roofer and get us on his calendar for tile maintenance. Betsy R. will move forward with estimates from two people regarding the work in the basement as well as determining why the bathroom paint is peeling and for getting it repaired and painted.

Date of next meeting is November 20, 2017 at 7pm.

Meeting adjourned at 8:45.

Respectfully,

Jennifer Gubbins