

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES *draft* MINUTES
November 14, 2016 MEETING**

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

Anne Bower opened the meeting and the agenda was reviewed and adopted. The minutes from the October 17th meeting were amended and unanimously accepted. Jean agreed to file the final minutes.

REPORTS

Librarian: Cory sent her report for November. (attached) Tessa will be in touch with Cory to choose a date for the lantern making workshop in December.

Buildings & Grounds: Betsy Rhodes reported that the radon levels are fine. We have plenty of filters. Betsy changes them once a month. The storm windows were installed by Peter Gebhardt. Jim Rose and Betsy R. will do a storm window assessment in the near future. A lower storm window was broken by accident recently. Betsy repaired it for \$27.99 (glass and new caulk). The family of the student who owned up to the break will be sent an email by Anne to report the repair. Their son was willing to pay for any costs, so Anne will suggest a contribution to the library for the above amount. There was a leak in the bathroom sink. Ottauquechee Plumbing and Heating repaired it. While they were here, they replaced a piece of rusted heating duct near the furnace downstairs. Betsy R. moved the remaining tiles off the lawn and placed them up against the building. They probably can stay there over the winter. Betsy R. also hung the donor plaque in the library (with some challenges), and it looks great. There was further discussion about Finnie Trimpi being paid an honorarium for making the plaque. A tile fell off the roof on the south side. Anne will call Gerard Leone to ask if he can put it back up. Cory asked Betsy if they could look over possible areas of leaks downstairs where the bat had gotten in last month. Betsy will call John Barnes to schedule spring work on replacing missing cement by the northeast porch wall.

Treasurer: Betsy Siebeck reported that we received the \$20,000 grant money from the Historic Preservation group. It was returned to the reserves account. The treasurer's October paperwork is in sync with the town (NEMRC). There continues to be an ongoing discussion on how best to coordinate the Library and Town accounting system. Betsy S. reviewed the recent donation allocations. She went over the 2018 preliminary budget and we are in good shape. We reviewed it and it is very close to what we will approve at the next meeting. Betsy will go to a special budget Selectboard meeting on November 15 to go over the budget details and the approximate amount we will be asking the Town for. We plan to move up our budget to be ready in November rather than December and will put it on next year's calendar.

We discussed oil prices and the pre-buy options. It's probably not in our hands to do anything about it as the Town does all the buying for the town buildings.

Development: Tessa worked very hard to complete the annual appeal letter and it is out. Many Board members and volunteers worked on Saturday morning (November 12) to label

envelopes, write notes, and stuff letters to be mailed. The Board will split up the thank you notes as donations come in. Tessa will recycle the old yellowed envelopes and postcard that are in the basement after checking with Cory. Tessa suggested that we look into creating new thank you notes, possibly ones with seasonal photos of the Library.

Chair: see below

OLD BUSINESS

Long Range Plan: The committee for the Long Range Plan will meet on Monday, November 21 at 4:00pm at the Library.

Value of Art held within the Library: Jeannie has read the inventory of art held by the Library and will share the information with Tessa. They will work together on this project.

Finding another Trustee: We discussed the board vacancy and will follow up on a few possibilities.

NEW BUSINESS

Art project using remaining tiles: Anne is working with Charlet Davenport, who would like to use the tiles in a sculpture on the Abbott Library property. One idea is to create a sundial. Charlet is getting input from other artists on this project, which will begin in the spring.

From Trustees' Calendar: Betsy S. reviewed the preliminary budget for 2018 (see Treasurer's report). The fundraising letter is done and sent. (see Development) Anne finished the draft of the narrative for the annual report. With only a few additions and amendments, it was approved by the board for the final copy.

OTHER BUSINESS

Winter Speaker Series: Everyone should continue to think of ideas. The website of the Vermont Humanities Council is a good place to look.

The meeting adjourned at 8:45pm.

The next Board of Trustee Meeting will take place at 757 Cloudland Road (Anne's home) at 6 PM on Monday, December 19, 2016.

November 14th Minutes respectfully submitted by Jean Souter on November 16, 2016.