

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
December 19, 2016 MEETING**

The meeting began at 6:10 PM. Present: Anne Bower, Betsy Rhodes, Betsy Siebeck, Jean Souter, and Tessa Westbrook, and Cory Smith, Librarian

Anne Bower opened the meeting and the agenda was reviewed and adopted. The minutes from the November 14th meeting were reviewed and unanimously accepted. Jean agreed to file the final minutes.

REPORTS

Librarian: Cory presented her report for December. (attached) We talked about the successful lantern making and procession with real candles on December 8th. Cory and Sue Heston have been busy bar coding books and JoAnn is entering patrons into the system.

Buildings & Grounds: Betsy Rhodes reported that the radon levels are good. She will be meeting with Jim Rose in the first week of January to assess the condition of the windows and frames on the main floor of the library. Betsy will meet with Cory to assess the basement windows. The slate that fell off the roof has been repaired and repositioned by Gerard Leone's son-in-law. We have not gotten a bill yet.

Treasurer: Betsy Siebeck sent a copy of the budget before the meeting so we could ask questions and/or make comments. She reported that our insurance will be going up, but not as much as she originally thought. A discussion took place, and it was decided to keep the budget the same with some line item changes. As of January 1, 2017, the state will require adding sick time for any part time employee working more than 18 hours a week. Betsy and Cory will work out the details. Betsy S. and Betsy R. met regarding the budget and the town report. In the future they will have a meeting with Chad Hewitt. Cory will generate an in kind footnote for the town report (trash, mowing, painting, snow removal, etc.)

Development: Tessa reported that the donations from the fund raising letter are steadily coming in at a full range of amounts. So far, we are doing very well. She has set up the thank you notes and will send an email as to when they will be ready to write. We will do it in the same manner as last year. The list and notes will be in the library, and we will initial the names of donors we will write to.

Chair: The old roof tiles are stacked next to the library until the spring project begins. The roof slate was dealt with (see buildings and grounds)

OLD BUSINESS

Long Range Plan: The committee for the Long Range Plan had their first meeting. Individuals took different sections to review and will send their drafts to Anne. The next meeting will take place January 29th.

Finding another Trustee: We still need another trustee. Another name came up. Tessa will pursue the previous suggestion first.

NEW BUSINESS

From Trustees' Calendar: We talked about the Winter Speakers Series. We want to have another Moth. Betsy R. will be in touch with Marc Binder. Anne suggested we have a Chinese New Year event, volunteering to lead Qigong exercises and demonstrate Tai Chi as part of it. After a discussion, we decided on the date and time of Friday, January 28th, from 5:30 to 7:00pm at the library. A third suggestion for the Winter Speakers Series would be a speaker on Vermont history, perhaps related to immigration over the years.

Narrative and Budget for Town Report: Anne will submit the narrative and Betsy S. will submit the budget.

The meeting adjourned at 7:15 pm.

The next Board of Trustee Meeting will take place at the library at 7:00 pm on Monday, January 16, 2017.

December 19th Minutes respectfully submitted by Jean Souter on January 3, 2017.