

**ABBOTT MEMORIAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
April 18, 2016 MEETING**

The meeting began at 7:08 PM. Present: Anne Bower, Carole Brown, Betsy Rhodes, Jean Souter, and Cory Smith, Librarian.

Absent: Betsy Siebeck and Tessa Westbrook

Anne Bower opened the meeting and the agenda was reviewed and adopted. The amended minutes from the March 21st meeting were unanimously accepted. Jean agreed to file the final minutes.

## **REPORTS**

**Librarian:** Cory presented the librarian's report, including circulation stats, patron tally, and programs in March and April. There will be a talk on invasive species presented by Alan Graham and Betsy Rhodes on Thursday, April 28 at 7pm at the library. Betsy will put it in the paper and on the list serve. Cory will post it on the Abbott site and the Front Porch Forum, as well as put up a poster out front.

Cory will be meeting with other Library World librarians on April 21 for more information and discussion before getting started on the online cataloging at Abbott. Also, she should have the new computers by next board meeting.

Sue Heston cleaned out the closet and found some old reproduction prints, poems, and photos. It was decided by the board that most of them will be put in the book sale. Alex Henzal suggested that the one Civil War print be assessed, possibly by Steve Thomas. BetsyR. or Cory will try to determine where one of the photos was taken, possibly to return it to the original site.

**Buildings & Grounds:** Betsy Rhodes reported that the radon levels were up this month, after skipping a month of changing the filters. Betsy changed them today along with checking and clearing the output vent. Other reasons for contributing to the higher level may be that Cory had run the dehumidifier last month and the furnace is ready for its annual cleaning. (happening April 19 ) Betsy will call Ottaquechee Plumbing & Heating, where the Radon Air Exchange was purchased, to find out if there's any other maintenance we should do.

The EC Fiber box was installed on the building today. We don't know when we will be connected.

Ron Waters wants to start painting the green trim on the library soon.

Betsy R. contacted Woodstock Home and Hardware about repairing the glass for the front window. The glass plus the gazing will run about \$32. Betsy R. is willing to repair the sash herself. Materials will run around \$7.

Betsy needs to have the 2 rhododendrons that were removed from the library border out of her garden. It was decided to ask Alan Graham or Dave Bollinger if they wanted them. It was decided to replace the deep purple lilac (that was ruined last year) in the early fall, rather than now, due to all the outside work being done on the building this spring. It was also decided to cut down the crab apple tree in the front, after it flowers, due to its proximity to the septic system.

Betsy will buy one cluster fly box at the hardware store to see if it's an effective way to deal with the cluster flies. More will be purchased later if it's deemed to be successful.

**Treasurer:** Betsy Siebeck was absent but sent in the current Profit & Loss Budget along with a Treasurer's Report It will be attached to the minutes. Anne summerized the Green Mountain Power rate charge papers, and it looks good to be in our favor.

**Development:** There was no report as Tessa was unable to attend the meeting.

**Community Liason:** Carole reported, as Cory did in her librarian's report, that all three winter series programs were well attended and enjoyed. She will be thinking about future programs and has the VT Arts brochure to help with ideas. Anne brought up that many towns, as part of their July 4th celebration, now include a reading from a Frederick Douglas speech. She offered to do this reading at the library if there was interest. Cory also suggested some kind of book discussion might be interesting. We discussed various formats for this.

**Chair:** Anne assumes the finalis for the roof are being worked on, and with the nicer weather lately, we should be hearing from Gerard Leone any day now.

Anne went to the zoning board meeting on April 7th, and reported that the hearing for the Grange plans from Artistree was cordial and well received. We will not be sharing our water line. Artistree will put in their own separate line. There was a discussion about parking. For most events at the Grange, the Artistree parking lot will suffice, with no other events being scheduled. Occasionally, there will be overflow parking between the Abbott and Ellie Pizzani's house. Anne suggested that the headlights face the library. The zoning board asked that Artistree come back to the May meeting with the overflow parking plans drawn out.

Anne created a file retention policy which was accepted by the board. It will be kept in Cory's file.

***OLD BUSINESS***

See reports above

***NEW BUSINESS***

***Free Little Libraries:*** Anne brought one of the three little libraries that Jim Rose made. They are incredibly beautiful, and it was estimated that at least 100 hours of volunteer labor were put into them. Anne also put in time with painting them. There was a discussion on where they should go and how they should be installed. One will be put on a post on the Abbott property near the bench. We agreed that near the town offices would be another good location. We have to ask where and what kind of mounting would be best. The North Pomfret Church or a private residence were other possibilities for a third little library, but that remains to be decided.

***Tasks for this month from Trustees' Calendar:*** We reviewed the documents that Anne had updated and sent to the board members via email. These included the safety codes, the Trustees' Calendar, the Library Materials Acquisition Policy, the Policy for Library Users with Disabilities, and the By-laws. A few minor revisions were made, then accepted. The full policy for Library Users with Disabilities should be put on the website, if possible. It will also be put on letterhead, and be made available at the library and the town offices. As for the Investment Policy, we will need a final copy after Betsy Siebeck talks to John Moore.

***Location for the Historic Register Plaque:*** The plaque arrived this month and everyone agreed how wonderful it looks! Great work Anne! It was decided to be put up after the building projects are complete. A tentative location will be on the brick on the northeast corner of the building, facing the road. In the meantime, it will be stored in the basement.

The meeting adjourned at 8:50 pm.

The next Board of Trustees Meeting will take place at the library at 7 PM on Monday, May 16, 2016.  
April 18th Minutes respectfully submitted by Jean Souter on April 22, 2016.