

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES DRAFT MINUTES
JUNE 29, 2015 MEETING**

The meeting began at 7:05 PM. Present: Anne Bower, Carole Brown, Betsy Rhodes, Betsy Siebeck, Jean Souter, Tessa Westbrook, and Cory Smith, Librarian.

Anne Bower opened the meeting and recognized Jean Souter as an official member of the Board of Trustees, acting as the new secretary. Betsy Rhodes was thanked for her role as the outgoing secretary as she moves on to take on the Buildings and Grounds post. The agenda was then adopted and the minutes from the May 19th meeting were unanimously accepted. Betsy R. agreed to file the final minutes.

REPORTS

Librarian: Cory gave an update on Library activities and distributed the attached report. There were no programs in May. Flyers for the summer reading program were handed out to all students of The Pomfret School and the Bridgewater Village School. The two schools are now combined to become The Prosper Valley School, using the campus in Pomfret. Nine children have signed up for the June 30th program where they will discuss the book, Hoot by Carl Hiaasen followed by the movie with refreshments. There will be a Craft Day on July 14, titled "Every Hero Has a Story", and another book discussion on Howls Moving Castle by Diana Wynne Jones, followed by the movie on July 21st. We were reminded that a free day pass to Vermont State Parks and Historic Sites as well as a Billings Farm and Museum is available to be checked out by patrons this summer. Questions were asked about the West Hartford Library and Community Building and we found out it was open on Monday, Wednesday, and Fridays. Cory updated us on the Charlie Bollinger/scout project. It was determined that the dead lilac should be replaced and that digging up the old and putting in the new should be part of the scout project. Also included would be digging up the invasive plants. Betsy R. and Cory will talk in detail. (See more under Buildings and Grounds) Cory also spoke with Mark Van Gulden about the box elders that border the Library and Artistree. They seem to be on the Artistree property, and, according to Chippers, should come down. They serve a purpose, offering privacy and shade. After checking the markers, if they truly are on Artistree property, Betsy and/or Cory will talk to Mark about some sort of compromise, keeping some growth, separating the two properties.

Buildings & Grounds: Betsy R. reported that the screens have been installed by Peter Gephardt. He will also tighten up the picnic table, which has loosened up over the winter. Anne had a conversation with Chuck about filling in potholes in the parking lot across the street. He is fine with it being filled in when needed. The walkway in front is doing well. The back door snow and ice build up problem was corrected by Kevin Geiger this winter. It's fine in all other seasons. With the Buildings and Grounds position changing from Anne to Betsy R., it was noted that the radon levels (filters) should be checked periodically, and that Anne would show Betsy how to do so after the meeting. After discussing the lilac replacement earlier (Charlie/scout project), it was decided that a new one, probably a Monge (dark purple) should be purchased, possibly at Hendersons or River Bend.

Treasurer: Betsy S. distributed the Year End Budget Narrative, **as well as a profit and loss statement and a balance sheet**. There will be a few final tweaks made as the three **fiscal year 15** donations are **reallocated**, two to Annual Appeal (\$550), and one to General/Other (\$5). We have a gain in our budget. Betsy recommended that we put it into our reserve account. Typically, we want to put money in reserve each year, but are not always able to. This year we can. A discussion followed. A decision was made to put \$1700 into reserve and save the rest for landscaping. Betsy is very happy to be

working with Ellen DesMeules, and Anne will send an email of appreciation. The signature cards for Morgan Stanley will be signed by Anne after the meeting, giving her authority to make any changes if Betsy S. is unavailable. **The board agreed to allocate the entire Fairpoint bill to telephone expenses starting in July 2015. Betsy will inform the town treasurer of the change.**

Community Liason: Carole reported that there was not much news. She was waiting for the new principal to get started before she contacted her about library programs. Anne suggested we look into sponsoring another “Moth” program. Betsy R. said she would contact Mark Binder to see if he had interest in helping put one on in August. The weekends of Aug. 14th and 21st were chosen as the best. Tessa suggested a kid’s “Moth” at some point might be fun.

Development: Tessa is ready to get the ball rolling for the Annual Appeal, but needs some guidance on how to get started. It was suggested that she meet with Jenny S. when she returns from vacation. The letter should be started in Sept./Oct., and ready to go out in November. The board discussed the possibility of impact investing. Betsy S. and Tessa would need to meet with our financial advisor, Eric Werner with Morgan Stanley, to learn more about it.

Chair: Anne announced that we have our official letter stating we are on the National Register of Historic Places. This may help with fundraising. The raffle drawing was held for the Georgina Forbes painting and Betsy Siebeck was thrilled to be the winner! Anne wanted to make sure all the board members received the updated draft of safety procedures to be discussed later on in the meeting.

OLD BUSINESS

Roof Restoration project: Kristin, from Ludowici (tile maker), sent Anne an estimate for the tiles. It was lower than expected, but seemed incomplete. She will speak with Kristin next week. Once we place the order, it takes 10-12 weeks to be made and sent back. Gerard Leone, the installer, is very busy right now, and we are not ready to set a date for his work to begin. If need be, we will look into storing the new tiles in The Grange over the winter. If we come in under budget, it was discussed to put any extra money into a roof maintenance fund. There is no word yet on the possible donation from the Dolan Foundation. This request was written by Alan Graham and Anne through The Pomfret Historical Society.

Trustees’ Goals Review: Anne revamped the Goals page for 2015. It is now categorized under General Goals and Specific Goals. Everyone liked it much better. Under updating the three-year capital budget for facilities, the Buildings and Grounds board member was added to the Chair and Treasurer.

Policy for patrons with disabilities: Anne added to what we had on the website. This is more thorough, and the draft was approved with a minor change of wording. Sometime in the future it will be made into a flyer or bookmark.

NEW BUSINESS

Long Range Plan: We will have to create a long-range plan for the library. We wanted to do it this year, but we will be putting it off for a year so we can work on creating an online catalog. Once an online catalog is underway, we can focus on a long-range plan, which will include community members (and not many board members) for 4-6 months.

Operating Policies: We had a short discussion on operating policies. There is to be a change in the wording of overdue notices (page 3, #8). It will read something like, “Borrowers are contacted when materials are seriously overdue or needed by another patron and overdue”. Attached to the Operating Policies should be Appendix A: Library Materials Selection Policy and Appendix B: Library Services for Users with Disabilities.

Investments and Investment Policy: The board listened to Betsy's positive relationship with Eric Werner, and his willingness to help out if we want to set up some sort of endowment in the future. She and Tessa will discuss further. She reviewed the manner of paying bills. The treasurer prepares a payment voucher, which is approved by two board members before it is sent to the town treasurer to pay the bill(s). It is recommended that copies of the vouchers be sent to all board members.

OTHER BUSINESS

Change of next meeting date: The July 20th meeting was cancelled. The Board of Trustees will meet at the Library on Monday, August 17th at 7PM. Jean Souter will post change of date notices.

The meeting adjourned at 9:20 PM.

June 29th Minutes respectfully submitted by Jean Souter on July 3, 2015.