

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
August 19, 2019 Meeting**

The meeting began at 7:10 PM.

Present: Anne Bower, Betsy Rhodes, Jean Souter, Tina Clifford, Tessa Westbrook, and Nancy Merrill

Absent: Cory Smith, Librarian

The agenda was reviewed and adopted. The minutes from June were approved.

REPORTS

Librarian: Cory was absent and will be out for a few weeks. JoAnne Webb and Sue Heston will cover her with help from Barbara Henzel.

Building and Grounds: The radon levels in the basement are a bit high this month. The dehumidifier has been running. If it remains higher next month, Betsy will call someone from Ottauquechee Plumbing & Heating to check our 4 year old air exchanger. The radon level on the main floor remains very low.

Local carpenter, John Syme, has not come to repair the basement window sill and frame yet. Betsy will give him a call.

One of John Barnes crew may have worked on the crumbling porch walls recently. Betsy will call him to find out. If not, he has reassured Betsy that it will be done before fall.

The lawn has been mowed throughout the summer by scout Will Coates. Betsy will weedwack where it is needed on the edges of the property. She found a random piece of roof tile on the lawn. It does not seem to be coming off the roof, but is probably from the leftover piles along the side of the building. Anne will call Jay Potter to see if he wants any more tiles or pieces. If not, she will offer them on the Pomfret listserv.

Betsy has pulled all the poison parsnip by the parking lot.

Betsy and Cory will work on grading the dirt level away from the back door sometime this fall. Jane Metcalf has maintained the new garden that she put in this spring. She added some annuals for color. She wants to plant some bulbs this fall that will bloom next summer, and offered them as a gift. We decided that she could use the leftover budget money to pay for both the annuals and the bulbs.

Treasurer: Nancy reported that the FY 2018/2019 books have been reconciled and closed. Also, the salaries have been adjusted by 3% to reflect the new FY budget.

The town treasurer will be paying the town appropriation #1 to the library account this week, in the amount of \$20,547. The second one (\$20,000) will be paid at the end of February 2020.

The transfer of \$2000 to the Vanguard Reserve account was made.

Development: Tessa is gathering information for the appeals letter that will be started in early fall. Betsy will see to the hanging of the framed watercolor of the library.

Community Outreach: Tina will contact Mike Leonard about a possible showing of his movie, One Town at a Time, about Vermont's 251 club. He has been showing it all over the state this summer.

Chair: Anne received a copy of the town insurance report. Three items were noted. 1) The railing going down to the basement is too narrow. Anne will get the specifications for the size, and ask Jim Rose to make a new one. 2) Three of our fire extinguishers have been inspected and are up to date, although one needs to be replaced in 2020. We need to remove a fourth one that we didn't know we had. (It was behind something in the basement) That one is out of date. 3) As a fire safety precaution, when the library is open, the back door needs to be unlocked.

OLD BUSINESS

Update regarding Division of Historic Planning Grants (accessibility issue): Anne has done lots of research, and after a long discussion we decided that changing the building to accommodate accessibility is too big of a project at this time. Our plan now is to work on a policy statement about accessibility for public programs. Once complete, it will be put on the

website so it is public information and it will be attached to all announcements of programs (posters/flyers).

Review recent programs: The Appalachian Trail talk in June was well attended and received. All went well with the August "Moth". About 34 people came. Anne put up flyers all over the upper valley and that helped with attendance.

NEW BUSINESS

Presentation in September: Laura Foley, who has a new book being published, would like to read some of her poems and hold a discussion. Anne will check on possible dates.

Retreat Opportunity: The Preservation Trust of Vermont will hold a meeting on Accessibility and Maintenance Planning on Sept. 16 & 17. Anne will call and see if there is anything more we need to know about the accessibility issue since she has done so much research on this point already, and that we just made some big decisions at this meeting,

Reminder: Alan Graham has left his weed wrench at the library for borrowing purposes. It can be checked out for those who want to remove woody reeds and shrubs.

The meeting adjourned at 8:25 PM

The next Board of Trustees Meeting will take place at 7 PM at the library on Monday, September 16, 2019.

Respectfully submitted,
Jean Souter