

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
November 20, 2019 Meeting**

The meeting began at 7:12 PM.

Present: Anne Bower, Betsy Rhodes, Jean Souter, Nancy Merrill, Tina Clifford, and Cory Smith, Librarian

Absent: Tessa Westbrook

This meeting was held Wednesday, November 20 since bad weather on our posted date, November 18, had a forced cancellation

The agenda was reviewed and adopted. The minutes, as amended from October, were approved.

REPORTS

Librarian: Cory reported that the Halloween party held on October 29th was well attended by both children and adults. Mike Leonard's movie, *One Town at a Time*, was shown on November 16th at ArtisTree's Loft, the date chosen after the original date of November 1st was cancelled due to a power outage. Around 55 people came for the movie and a question and answer session afterwards.

We reviewed some unexpected donations that Cory received. We also discussed holiday library closings and hours, which will be posted on the website and Pomfret listserv.

Cory has been in contact with Jenny Hewitt about starting up the Book Club at Woodstock Elementary after the new year.

Building and Grounds: The radon levels in the basement were a bit high, but ok.

Peter Gebhardt and Cory put in the storm windows, and Cory turned off the outside water spigot. Ottawaquechee Plumbing and Heating repaired the toilet and sink in the bathroom.

The window repair is still on hold, but Gregg Peterson ("Husband for a Day") has said he'll do it.

Jim Rose made a new, beautifully crafted railing leading to the basement, and Anne photographed and sent this information to the insurance inspector. At the same time, she brought up the hot water heater situation, explaining to him that creating an outlet so the heater can be plugged in without an extension cord would satisfy the requirements for safely operating it.

Betsy will contact an electrician to do this work. She will also get an estimate for an additional outlet to be put near the air exchanger.

The back basement wall has some moisture spots even after being sealed and painted. Betsy will drop a card to Ron Waters to find out what sealant he used. She will possibly reseal these areas with that product and see if it helps.

This winter, Betsy plans to finish ridding the attic of the few remaining materials that we don't want.

Treasurer: Nancy came prepared with a spreadsheet of past budgets and questions/suggestions for the upcoming budget, due to the town by December 13th. The trustees spent a considerable amount of time working on the fy21 budget.

Development: Tessa completed the fundraising letter and had it printed last Saturday night.

Thanks to Anne, Betsy, and Cory for help in editing. The letters will be mailed out this week. We will do our thank you cards in the usual manner after the holidays.

Community Outreach: We discussed possibilities for our winter series of programs. We definitely want to host another "Moth", and since Betsy is aware of Mark Binder's traveling schedule, we narrowed down possible dates in March, to the 6th or the 13th to have it. Betsy will contact Mark to see if either date works for him. We are looking into seeing if our summer "Moth" can be coordinated with ArtisTree during *Bookstock*, held in late July.

Tina will contact local author, Cameron Clifford, and invite him to speak about his new book based on local history.

Tina has contacted the Woodstock Union HS/MS librarian about being part of the Vermont Reads program based on the book, *The Hate You Give*. The Librarian will write the grant and include us, and possibly the Yankee Book Shop.

Chair: See Buildings and Grounds

NEW BUSINESS

From Trustees Calendar:

Budget work: See Treasurer's report

Fundraising letter: See Development

Trustees Terms: We determined which trustees need to be elected/re-elected to be put in the Town Report. Betsy and Tina are up for a 3 year terms. Nancy will need to send us a formal resignation; we will nominate Chuck Gundersen for the one year remaining on her term. Anne will notify the Selectboard that these three vacancies (two 3 year terms and one 1 year term) will need to be included in the 2020 Town Meeting Warning.

Narrative for Town Report: Anne wrote a draft of the narrative. A few additions and/or corrections were made. It will be reviewed again by everyone for final approval in the coming days and submitted to the Selectboard.

The meeting adjourned at 9:15 PM

The next Board of Trustees Meeting will take place at 6 PM at Anne Bower's home on Monday, December 16, 2019.

Respectfully submitted,
Jean Souter