

**ABBOTT MEMORIAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
August 17, 2020**

The August 17, 2020 meeting took place via ZOOM.

The meeting began at 7:06 PM.

Present: Anne Bower, Betsy Rhodes, Jean Souter, Tina Clifford, Heather Durkel, and Chuck Gundersen. Cory Smith, Librarian, was absent.

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

**REPORTS**

*Librarian:* Cory emailed her report in to the trustees. The library opened to visitors on Tuesday, July 7, at slightly reduced hours; Tuesday, 10-4, Thursday, 10-4, and Saturday, 10-2. Patrons are pleased to come in and look for books, use the copier, etc., but some still prefer curbside service. Many "take and make" craft kits were picked up, and the little library on the porch is checked often. Several children signed up to take reading logs home to keep track of their summer reading. She said we are fortunate to have a building with windows that open and fans to keep the air moving, and feels comfortable with the protocols in place. The building capacity is set for 3 patrons or one family of 4. Visits are limited to 30 minutes. She is also reminding patrons to be careful with the faster traffic on Library Street.

*Building and Grounds:* Betsy reported that the radon level in the basement is fine.

The basement window has been repaired. At some point, we may want to fix the foundation near it. Betsy has kept up with the weeding and the general maintenance of the grounds.

*Treasurer:* Chuck presented the financials. The appropriation from the town has not come in yet. We usually get half the money after the taxes are collected on August 21st, sometimes after Labor Day. Chuck may ask Ellen for an advance as our expenses in July were more than we had in our account.

*Development:* Heather again spoke with a person from the Vermont Community Foundation regarding what type of policy we would like to adopt for the library's planned giving. After a discussion among the trustees, we decided to keep it simple and put the decision in the givers' hands. We, as a board, might give options on how a person might donate to the library by adding a line or two in our annual appeal letter and putting something on our website. Heather will draft the language for this and send it around via email. We'll discuss it further at our next meeting. Heather met with Tessa to learn more about how to put together a good annual appeal letter.

*Community Outreach:* The group discussion on the VT Reads book, *The Hate You Give*, took place on Sunday, July 26th at 3:30 on the library lawn. It was deemed successful with around 10 participants.

Betsy and Mark Binder thought long and hard about holding the summer "Moth", and with their recommendation, it was determined through emails that we would not host one this summer due to concerns with the Covid-19.

We are still interested in having Chuck do a presentation and a reading of his book. He is doing one at the Thompson Center outdoors this month by reservation only. He said he would be willing to do the same at The Abbott in September. After a discussion, we settled on an outdoor presentation on Sunday afternoon, September 20, with a rain date of September 27th.

Other ideas for future discussions were tossed around, along with ideas for using a different and bigger space when we are indoors again.

*Chair:* See New Business

**OLD BUSINESS**

Programs - See Community Outreach

**NEW BUSINESS**

*Library Road conditions and Parking area/bank restoration:*

Betsy and Anne went to the Selectboard Meeting regarding the new traffic patterns on Library Road due to the renovation of Teagoes. Barrels and signs will be put up for safety.

Cory and Betsy have met or been in touch with several people involved in the project, including Jim Potter, Emily Grube, Christine Cole, and the building project manager, to discuss the parking area, the road runoff and erosion, and the bank and its restoration. Everyone has been cooperative and will keep Betsy and Cory in the loop as the plans and project evolve. The trustees were informed of all that they found out, and there was a good discussion revolving around our concerns.

The meeting adjourned at 8:18PM

The next Board of Trustees Meeting will take place at 7 PM on Monday, September 21, 2020 to be determined whether in person or by ZOOM.

Respectfully submitted,  
Jean Souter