

ABBOTT MEMORIAL LIBRARY

**BOARD OF TRUSTEES MINUTES
September 21, 2020**

The September 21, 2020 meeting took place via ZOOM.

The meeting began at 7:02PM.

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

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

REPORTS

Librarian: Cory reported that the limited hours and restrictions on the library were going well. There are five ways in which the patrons can ask for or get books; in person, or curbside using voicemail, email, the website, or the online catalog through the website.

The summer reading program has just ended, and the take home craft kits were so well received that Cory plans to make more. The "Little Library" has been popular, especially the children's books. She has no additional programs in mind at this point.

She expressed a concern about how to handle library hours in the winter, as the windows will be closed and she wasn't sure how effective the furnace filter would be. Betsy will ask Dead River for their suggestions. This discussion will be continued.

It was asked what other libraries in the area were doing in terms of open hours for the public, and there are a variety of decisions that have been made; fully open, partially open, or closed.

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

Any work or decisions on the streambank are on hold due to the Teago renovation. She is waiting to hear from the town about the runoff from the road, and hopes to be part of a plan in the spring. The Teago project is becoming longer due to some unforeseen construction issues, so there is nothing to be done on our part until the project is complete.

There is still concern about the traffic signage on Library Street. There was supposed to be pedestrian and yield signs on top of the barrels. Cory will ask Jim Potter about them.

Betsy will deal with the religious material in the attic this winter.

The crumbling in the basement window is not a huge deal. It is due to the moisture when the porch wall gets wet in the summer. It stops in the winter.

Betsy will stay on top of it.

Treasurer: Chuck presented the financials. He received the first half of the town appropriation.

Development: Ahead of the board meeting, Heather sent possible wording for planned giving to be put on our website and a card/brochure that would be at the library. Everyone agreed that it was just what we wanted, so she will reach out to Marie Cross (Cole) to help us with a drop down tab with that wording to be added to the website. We're also going to have a planned giving card printed at the time we print our annual appeal letter in November. Meanwhile, Heather will be working on a draft letter for the annual appeal to be ready in October or November.

Community Outreach: Chuck presented readings from his book outside on Sunday afternoon, September 20. It was well received by around 16 people.

Chair: See New Business

OLD BUSINESS

Programs - We are holding off on planning any programs for now.

Update on parking area - See Buildings and Grounds

NEW BUSINESS

Review and purge library records - This is just a reminder of what's in the Trustees' Calendar. We can get rid of minutes, financials, etc., anything up to the last three months of meetings.

Treasurer Trustee - Chuck will be leaving his position as Treasurer in March. We very much appreciated him stepping in for Nancy last winter. We should all look around for someone to replace him, preferably with an accounting background.

Puzzles - We had a brief discussion about the puzzles in the library. Cory said she still has patrons checking them out, but could use more. Donations are welcome.

The meeting adjourned at 7:55PM

The next Board of Trustees Meeting will take place at 7 PM on Monday, October 19, 2020 to be determined whether in person or by ZOOM.

Respectfully submitted,
Jean Souter