

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
October 19, 2020**

The October 19, 2020 meeting took place via ZOOM.

The meeting began at 7:04 PM.

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

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

REPORTS

Librarian: Cory reported that the safety guidelines and reduced hours to keep the library open are still working well. Fifteen people attended Chuck's reading outdoors on September 20th.

Cory and Sue will plan the upcoming Halloween party which will be quite different this year. She's thinking that there will be craft bags and goody bags left on the porch the week prior to Halloween. There might be an outside "I Spy" event (items placed outside for a week with a check off on paper). She will post it on the listserv and the Abbott website.

There's talk about an elementary school student applying for a grant to start a book group regarding anti racism. They have been in touch with Cory about being involved.

The Kanopy application, which has been on hold, will be submitted this week.

The interlibrary loan program, in which we receive and send books, is running well as most libraries in the state are once again participating.

The furnace is running well and Cory has been able to keep the windows either somewhat open or cracked for better air quality, depending on the weather.

We are still looking for jigsaw puzzles to be donated.

Anne and Cory will become the current administrators for the credit card through Citizens Bank.

Building and Grounds: Betsy reported that the radon level is very good.

There is no new Teago news regarding the parking lot and the road runoff. We will find out more in the spring.

Betsy contacted Dead River to ask about our furnace and keeping our air quality as good as can be. There is nothing to add to the furnace. It is clean and operating well. She looked thoroughly into air purifiers to see if that would help our situation during Covid. After a discussion, it was determined not to purchase anything. The best line of defense is to circulate fresh air, hence, cracking the windows. Plexiglass at the desk or face shields were also discussed.

Treasurer: Chuck sent the financials and they looked fine.

Development: Heather reached out to Marie Cross to have her add the tab about planned giving on the website. She hasn't heard back yet.

Tina will help Heather update the list of names for the annual appeal. She brought last year's list to Becky Fielder who highlighted the people who have moved away. There are many new residents and Becky will get the names and addresses to her after the election. Heather has been working on the annual appeal letter using samples from past years to guide her, along with this year's minutes. We discussed putting the planned giving card into the letter. She will be sending the draft letter out to the trustees this next week, welcoming comments, edits, and formatting suggestions.

Community Outreach: Nothing can be planned for now. Tina is helping Heather with the annual appeal.

Chair: Anne will contact Art Lewin about a safety sign for traffic near the library.

OLD BUSINESS

Treasurer Search- We need to find someone to replace Chuck as soon as possible. If we have no names by next meeting, we will put a notice on the listserv.

NEW BUSINESS

Annual Review of 3 Year Capital Budget- Betsy presented the current budget and a draft of the proposed budget

(2021-2023). She will contact John Barnes to see if he is interested in doing any of the longterm work. There was a discussion on what money should be used for longterm projects, and it's usually taken from the reserves.
Draft Budget for Town Meeting- Anne and Chuck will begin working on this.
Storm Windows- Cory will take out the screens and put the storm windows in.

The meeting adjourned at 8:25 PM.

The next Board of Trustees Meeting will take place at 7 PM on Monday, November 16, 2020 by ZOOM.

Respectfully submitted,
Jean Souter