

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
November 16, 2020**

The November 16, 2020 meeting took place via ZOOM.

The meeting began at 7:04 PM.

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

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

REPORTS

Librarian: Cory reported that we have several new patrons since July. The circulation and patron visits have come back up after a lull in March, April, May, and June. Halloween was different this year, but deemed a success under the circumstances. 26 craft and goody bags were taken and there were 11 guesses for the goldfish jar. An "I Spy" game was set up outside for 5 days, allowing participants to check off as many items as they could find. Cory will continue to set out craft bags on the porch for the children (56 have been taken so far during summer and fall).

Some libraries in the area are returning to curbside pickup only. JoAnn and Sue work Saturdays and would probably be most comfortable with curbside pickup. Cory is still comfortable with in person visits on Tuesdays and Thursdays.

Puzzles have been donated.

The Green Mountain Library Consortium is being used (Libby, by Overdrive).

Cory is in the process of signing up for Kanopy, the movie subscription program. \$500 has been allocated for the year for now, allowing 4 movies per patron per month. It will be evaluated as time goes by.

Building and Grounds: Betsy reported that the radon level is up a bit but still within the safety zone.

There is no new Teago news regarding the parking lot and the road runoff. The Pomfret Road will remain closed through the winter. Cones are being set out by the sidewalk on the days the library is open. At the Selectboard meeting it was decided to make the current Y turn into a T stop when the paving happens. Betsy will meet with Jim Potter at the site to discuss paving and safety signs.

Betsy left a voicemail to John Barnes, the stone mason, regarding three different issues at the library. Before our meeting ended, he called and made an appointment for the next day, Tuesday, November 17 at noon. He will look at the porch wall where there is crumbling in the basement, the crack in the foundation where the lily of the valley were, and the space in the foundation where the old oil tank pipes entered.

Treasurer: Chuck went over the financials and explained a minor discrepancy which is in the process of being straightened out.

Development: Heather reported that most of the annual appeal letters have gone out. This year had to be done differently, but all went well. Extra letters and envelopes should be dropped off at the library. We discussed possible ways to distribute thank you notes. Heather will set up a system for trustees to pick them up and get them out as soon as possible.

We're putting the brakes on printing the planned giving cards. Heather will continue to work on the wording with input from the trustees. Marie Cross got back to Heather and will be working on the wording of the planned giving message on our website.

Community Outreach: Nothing is planned for now but we discussed possible ideas for the future using Zoom. Any other ideas should be sent to Tina.

OLD BUSINESS

Treasurer Search: We need to find someone to replace Chuck as soon as possible. Some names were suggested and will be followed up by one of the trustees.

Budget for next fiscal year: We worked together on the budget, line by line. Chuck and Anne will put it together with any additional input from the trustees. The sooner the town gets it the better.

Since book room sales are down this year, a reminder will be put on the listserv that we have many nice books for sale at good prices.

NEW BUSINESS

From Trustees Calendar- Election of trustees for town report: We went over the elections for the 2021 Town Meeting. A new Treasurer for a 3 year term and Heather for a 3 year term will be nominated.

Town Report draft: Anne presented her narrative for the Town Report 2021. We all agreed that it was very well written especially given this difficult year. She is open to any edits before she submits it to the Selectboard.

The meeting adjourned at 8:55 PM.

The next Board of Trustees Meeting will take place at 7 PM on Monday, December 21, 2020 by ZOOM.

Respectfully submitted,
Jean Souter