

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
December 21, 2020**

The December 21, 2020 meeting took place via ZOOM.

The meeting began at 7:04 PM.

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

Guest: Susan Burgess

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

REPORTS

Librarian: Cory reported that the library continues to be open to the public on Tuesdays and Thursdays. As of November 21, Saturday is open for curbside pickup only.

She has been putting holiday craft bags on the porch.

Cory has done all the work for our Kanopy subscription to start, waiting for them to authenticate our account.

She looked at other libraries' websites to see if and how they accept online donations, as this question came up during our annual appeal. Many have a link to PayPal. Anne will look into how that works. It was also suggested that we put something on our website.

Building and Grounds: Betsy reported that the radon level is fine this month.

The traffic pattern on Library Street has changed to a three way stop, making it safer for all involved. Cory met with Jim Potter about the bridge and the runoff situation, which he understands. There is also a concern about backing out of our library parking area, which according to state law prohibits drivers to back into traffic. Parking at Artistree is always another option for patrons.

When Chuck saw Jim, he suggested that the lines for drivers should be better defined in the area for safety.

Treasurer: Chuck reported that the financials for November are fine.

Development: Heather's organization of how to do the thank yous from the annual appeal are going well. There are a number of checks to be deposited this month.

Community Outreach: No news.

OLD BUSINESS

Treasurer Search: We met Susan Burgess who is interested in becoming a trustee and replacing Chuck as Treasurer.

Finalize Budget: Betsy sent us a draft of the budget and we all agreed it was good to go for the Town Report. Anne slightly changed the narrative for the Town Report so it is also ready to be sent.

Fund-raising letter progress: See Development.

Foundation work funding: Betsy got an estimate for all of the work needed from John Barnes. It could be completed by the fall of 2021. Anne did research on various grants, but they seemed complicated with no guarantees plus possible delays. After a discussion, it was decided to just go ahead and get the work done, using the Town Library Reserve plus funds from our own unrestricted reserves.

NEW BUSINESS

From Trustees Calendar- Election of trustees for town report: We went over the elections for the 2021 Town Meeting, which will not be held as a large group due to Covid. Susan Burgess agreed to be nominated as our new Treasurer for a 3 year term and Heather will be put on the ballot for a 3 year term.

Winter Programming: It was determined that anything we could do, would have to be on Zoom, and we thought that the interest would be minimal, so there is nothing scheduled for now.

The meeting adjourned at 8:30 PM.

The next Board of Trustees Meeting will take place at 7 PM on Monday, January 18, 2021 by ZOOM.

Respectfully submitted,
Jean Souter