

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
March 15, 2021**

The March 15, 2021 meeting took place via ZOOM.

The meeting began at 7:08 PM.

Present: Anne Bower, Betsy Rhodes, Tina Clifford, Jean Souter, Heather Durkel, Susan Burgess, and Cory Smith, Librarian.

The agenda was reviewed and adopted. The amended February minutes were approved.

REPORTS

Librarian: no report

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

She cleaned up around the edges of the ceiling light fixtures. There's a little bit of filling in to be done along with spackling some cracks in the ceiling. She suggested that in the next capital plan we have the entire ceiling checked, repaired, and painted. The new lights are very bright and Cory dims them more than halfway. Down the line we may opt to go with softer lights. In the meantime, some of the bulbs could be unscrewed to reduce the brightness.

There's been a change in plans regarding the purchase of a portable chime box and door bell. Cory feels that it is unnecessary and that knocking (with a sign) will work just fine.

The foundation work by John Barnes is good to go. He just needs to fill out the appropriate forms with Ellen (workman's comp., liability, and tax).

We had a discussion on the scope of the stream bank restoration project. The information we have so far has been shared with Alan Graham and he is willing to be involved in the future as we work with Teagos on the plans.

Kevin Geiger pruned the apple trees. Other good news is that the walkway withstood the winter weather.

Treasurer: This was Susan's first official meeting. She has caught on quickly to the Treasurer's responsibilities. The reports are done and looking great. We had a discussion on email accounts and decided to keep it as is, maintaining a separate account for emails to Ellen.

We also discussed switching to QuickBooks online to keep the books, and decided it made more sense than other options. Susan will order this through Staples and be reimbursed.

Development: Sadly, Heather announced she was stepping down from the library board due to personal reasons.

We will miss her, but certainly appreciate all the work she put into the annual appeal and the planned giving project. She moved us forward with her research and writing, and now we have the makings of a write-up on our website and an actual planned giving card available at the library. Thank you Heather!

In the meantime, Anne will call an interested person to replace Heather.

Community Outreach: The Invasive Plants Program is set to go on Sunday April 25th at 4:00 pm via Zoom. Betsy and Alan Graham will present and answer questions. Tina and Betsy will publicize this event and Cory will post a sign at the library.

Tina brought up the idea of a possible summer Moth.

Chair: Anne's reporting is under old and new business.

OLD BUSINESS

PayPal: Cory is finding other municipal libraries that use PayPal, and she will contact them for more information. Anne found out that the company take 3% of the donations we receive.

Accessibility: Anne came back with more information from the Preservation Trust of Vermont. If we apply for a grant and get it, we will spend \$500 and get a matching \$500. This money will buy us three plans and a budget from a recommended architect. She gave us a sense of what this would entail and it seemed pretty detailed from one architect's sample on another historic building. We decided to approve the expenditure of \$500 from our reserve account. Afterward, if we like any of the proposals, we go to the town for approval. Then we can apply for the Cultural Organization Grant (up to \$30,000) through the Arts Council.

Invasive Plants Program: see Outreach

Other Programs: Anne brought up her interest in doing a program around climate change and awareness, and what it might mean to the folks in Pomfret and surrounding areas. She was involved in a successful program like this in Woodstock recently and found that many people participated via Zoom. At one point last year, she and Kevin Geiger were formulating ideas on this. She will continue to look into it.

NEW BUSINESS

From Trustees Calendar:

Town Meeting: The funds were appropriated and the new trustees were elected. Since Heather is stepping down, a new trustee will be appointed for the year until next year's Town Meeting. Then she or he will be elected.

Fire Extinguishers and smoke detectors: They have been inspected.

Update signature authority on investment account: We need clarification on this. Susan will find out whose names should be authorized.

Update page one of Safety Procedures: Anne will take care of this and email the changes to the trustees.

Fuel oil provider: Susan brought up the high price per gallon of our fuel oil which led to a discussion on whether we were on a contract with the town from another provider as we were a few years ago, and thought we still were. Susan will look into this.

Lawn Care: Bob Coates contacted Cory and indicated that his boys would like to secure the mowing this summer, as they did last year. We agreed it that we should hire them again.

The meeting adjourned at 8:59 PM.

The next Board of Trustees Meeting will take place at 7 PM on Monday, April 19, 2021 by ZOOM.

Respectfully submitted,
Jean Souter