

**Abbott Memorial Library
Board of Trustees Minutes
October 18, 2021**

The October 18th meeting began at 7:05 pm

Present: Anne Bower, Betsy Rhodes, Mary Worrell, and Tina Clifford. Susan Burgess attended via Zoom. Cory Smith, Librarian, was on vacation

The agenda and minutes were both approved

JoAnn had asked previously about unused sick leave. Anne had checked around at town policies and no one paid for unused sick leave.

Reports:

Building and Grounds: Betsy has talked with John Barnes. The previous \$15,000 quote was for all the work. He plans to come sometime in the next few weeks to look at the job and give an updated estimate. Work will involve excavation of an 8 foot swath around the library. We will need to check on the location of septic and water lines. The plan is for the project to start in the spring of 2022.

Treasurer's Report: The report was sent via email. There were no concerns

Development: There was discussion of the Annual Appeal letter and the Welcome letter. It was suggested that the Welcome letter go on the list serve and in the paper. It will also go on a poster at the North Pomfret Post Office and Teago General Store. The Annual Appeal letter needs to be shorter. Anne will help with editing. The Annual Appeal letter generally goes out around November 10-12th.

Outreach: Contact was made with The Prosper Valley School principal regarding how Abbott Memorial Library might help support their library services. They are still getting established and he said they would get back to us. We should contact them again after the holidays.

Chair: The long range plan committee recommends an energy audit and further study of Radon mitigation. Cory reported that the storm windows are done. The Budget for town meeting needs to be done. Susan and Anne will meet to work on this.

New Business: The winter series is coming up. Someone suggested the local author of *Time and the Tree* might come speak. Also perhaps we could get someone from The Center of Cartoon Studies. Anne will make contact. Discussed options for programs. Would we use Zoom, in person or use another place like the Town Clerk's office or the ArtisTree, hayloft.

The meeting was adjourned at 8:20 pm

The next Board of Trustees meeting will take place Monday November 15th at 7:00

Respectfully submitted,
Tina Clifford