

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEE MINUTES
JANUARY 19, 2015 MEETING**

The meeting began at approximately 7:10 PM. Present: Anne Bower; Carole Brown; Betsy Rhodes; Jenny Satterfield; Betsy Siebeck (arrived at approximately 7:45 PM); Cory Smith, Librarian; Alan Graham, President of the Pomfret Historical Society; and Melanie Williams (arrived at approximately 9:30 PM). Absent: Emily Harrington.

The agenda was adopted, after which Anne opened with a discussion about the Dolan Foundation grant that the Pomfret Historical Society (PHS) agreed to submit to request funds for the crestring tile project, but not before everyone could congratulate her on successfully having the Abbott Memorial Library officially listed in the National Register of Historic Places, the news of which she had received a few days earlier on January 16th. Her hard work and diligence paid off for which everyone was eternally grateful. The positive implications of the designation were considered. Among other things, the hope was that it would bolster support for the building restoration project.

Anne went on to review the Dolan Foundation grant criteria and explained that she believed the project would fall under two of the four areas that the Foundation funded: education and community service. The application process was then considered, along with the role of the PHS. Alan explained that the PHS was interested in building preservation in Town, and therefore, would be happy to help facilitate the grant. A discussion about logistics followed, from submitting the application to spending the funds should the grant be received. The amount to be requested was considered as well, especially since the Dolan Foundation had no specific grant levels; applicants establish a need for any amount of funds and then the Foundation determines the level of giving. The amount raised to date was reviewed along with the reserve funds committed to the project. It was agreed that the reserves should be restored at the close of the project if possible.

The scope of the roof restoration was then discussed. Alan wondered if the soffits that had been in need of repair had already been fixed or whether this project would include that work. Anne agreed to look into it. In conclusion, those present unanimously agreed to have the Library and the PHS work together to pursue the grant. Everyone thanked Alan for his willingness to help the Library with this venture and for taking the time to come speak with the Board.

During the above conversation, a discussion about the Town's historic buildings and artifacts took place. Alan explained that who actually owned many of the items, like various portraits displayed in public buildings including the Library, was unknown. Anne suggested that the Library hold a forum to discuss their origin and the Town's policies for continued preservation. Everyone agreed that it could be a valuable exercise and should be pursued.

After the Dolan Foundation grant discussion and Alan's departure, the minutes from the December 15th regular meeting were unanimously accepted with one addition. Since the meeting did not take place at the Library, the location of the meeting, at Anne Bower's home on Cloudland Road in Pomfret, should be included. Everyone thanked Anne again for hosting a lovely evening. Betsy R. agreed to make the change and file the final version.

REPORTS

Librarian: Cory gave an update on Library activities and distributed the attached report. She shared that the book discussion with the school was being finalized and the winter lecture series was coming together. Alan Graham was scheduled to give his "Tick Talk" on February 26th at 7 PM; Mark Binder had agreed to hold the Winter Moth storytelling event in March; and, an invasive plant discussion would take place in the end of April. Betsy R. agreed to contact Mark to select a date for the Moth, maybe Friday the 13th, and to contact fellow members of the Pomfret Invasive Plant Committee to devise an April program. Other highlights included the visit of the new Youth Services consultant from the Vermont Department of Libraries to Abbott, as well as the exchange of long term books at the regional library that would happen soon. Finally, the upcoming Valentine's Day party on February 10th from 3 to 5 PM was discussed; a sign-up sheet was passed around and Board members volunteered to provide some of the refreshments.

Buildings & Grounds: Much of Anne's report concerned the restoration project discussed at other times during the meeting. Ice at the end of the walkway by the road, the status of the radon detector and operation of the furnace were briefly discussed. Anne had cleared a blocked air exchange vent outside the Library that may have been causing the radon detector to beep; the furnace no longer smelled; and the end of the walkway was holding up well, although Cory would appreciate any donations of wood ash to help keep the walk clear. In closing, Betsy R. inquired about the status of the Eagle Scout project. Cory reported that the student had returned from studying abroad, and she would set up a time to meet with him to further discuss the project. She agreed to talk with him about what sort of project he would find interesting and how much time he planned to invest. His reply would dictate the scope of the project.

Treasurer: Betsy S. reported that her books and the Town Treasurer's books were in perfect sync, so the Library finances seemed to be on track. She then shared a letter from Tim Thacher, a former Library trustee and treasurer, which included a public records request for investment information for the last ten years and thoughts about the crestring tile project, including the use of three dimensional printing. She had forwarded the investment questions to our financial advisor at Morgan Stanley, Eric Werner, who agreed to speak with Tim about the Library's current investments. Discussion followed, including a review of the current breakdown of investments and the use of various materials in an historic preservation project. Anne agreed to send a written response to Tim, addressing each of his inquiries and sharing Eric's contact information. Betsy S. then asked how the Board would like to handle an unexpected \$10,000 donation. After some contemplation, it was agreed that the generous gift should be allocated to "fundraising other" and used for the restoration project. Finally, she reported that all of the information necessary for the Town's Annual Report had been turned into the Town auditors the previous Monday, except for one footnote for the Treasurer's Report pertaining to the amount of money specifically raised for the restoration project that was temporarily in the Library's checking account. She now had the final figure as of December 31, 2014, which she would forward to them directly.

Community Liaison: Carole had nothing further to report that had not been previously discussed.

Development & Chair: Jenny was pleased to report that roughly \$5,700 in donations had been received to date in response to the annual appeal letter. These were general donations, separate from those made to the restoration project. Anne reported that the total of the restoration donations, including a couple of outstanding pledges that had not yet been received but were promised, in conjunction with the \$20,000 historic preservation grant and the \$9,000 from the Town's Abbott Memorial Building Reserve, put the Library within roughly \$7,000 of its goal. Once the State of Vermont had made its announcement about the historic preservation grant, Anne intended to do a press release as well.

OLD BUSINESS

All of the topics under Old Business (crestring tiles, investments and speaker series) had been discussed earlier, and there was nothing further to report.

NEW BUSINESS

Discussion of grant and gift funds: Everything had been reported and discussed earlier in the meeting.

Review/contact possible trustee candidates: Jenny reported that she had been in communication with Emily but was not sure whether Emily intended to continue serving as a trustee. The Board agreed to seek an appointment to fill the vacancy should Emily choose to resign. Jenny then announced that she did not plan to seek reelection; she loved the Library and wished to continue to volunteer and help, but she regrettably felt that she needed to take a break from the routine commitment of the Board. Discussion followed and after unsuccessfully lobbying to have her reconsider, everyone supported her decision and thanked Jenny profusely for her outstanding service for the last ten years. Betsy S. intended to seek reelection, so brainstorming on who could fill the one current vacancy on the Board followed. Members agreed to start to outreach to people in the community and return to the next Board meeting with ideas.

Establish Board goals for coming year: Due to the late hour, the majority of this discussion was tabled until the next meeting, and Jenny agreed to circulate the latest copy of the most recent goals in preparation for that discussion. Since Anne was meeting with the state preservation folks in Montpelier the next day, January 20th, she did review the timeline for having the crestring tiles back in place on the roof in time to celebrate the 115th anniversary of the Library by the end of November, which was the Cresting Tile Committee's goal. A brief discussion followed regarding information needed for the Montpelier meeting, and Jenny signed the necessary paperwork for the historic preservation grant that Anne would hand deliver the next day.

Arrange for Librarian annual evaluation: Jenny agreed to schedule Cory's evaluation after the Valentine's party.

CORRESPONDENCE

Jenny distributed annual appeal thank you note information and materials to Board members present, so cards could be sent out to all who graciously made donations. The highlights of what should be included in each note (the amount of the donation to the 2014 annual appeal and the fact that they were tax deductible) were reviewed.

Meeting adjourned at approximately 9:45 PM.

Next Board of Trustee Meeting will take place at the Library at 7 PM on Monday, February 16, 2015.

January 19th Minutes respectfully submitted by Betsy Rhodes on January 24, 2015.

To: Trustees of the Abbott Memorial Library, Librarian's Report [January 19, 2015]

1. Circulation Statistics in December: 215 (last year: 180; in 2012: 214).

2. Patron Tally in December: 160 (last year: 127; in 2012: 174).

new patrons in December: 1.

Computer use in December: 7 users/ 3.25 hours (last year: 3 users/ 1 hour).

WiFi use recorded in December: 3 users/ 7 hours.

Volunteer hours for December: 10 hours (desk coverage, library tasks, annual appeal).

3. Programs in December: none.

4. Upcoming Programs:

Book discussion with the Pomfret School in late winter.

Tick Talk with Alan Graham on Thursday February 26, 7 pm.

Moth Storytelling in March.

Plant invasives talk in April.

5. LUV Coop audiobook order completed, new Youth Services consultant from VT DOL visited last week, a visit to the regional library coming up.

Cory