

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEE ACCOUNT OF
MARCH 16, 2015
UNOFFICIAL MEETING**

A quorum was not present for the March 16th Board Meeting. Consequently, no official action could be taken. The following is an account of what transpired surrounding that meeting. Those trustees available gathered at approximately 7:10 PM. Present: Anne Bower, Carole Brown and Betsy Rhodes. Absent: Betsy Siebeck, Tessa Westbrook and Cory Smith, Librarian.

Due to last minute scheduling conflicts and a vacancy on the board created by Emily Harrington's resignation, only three trustees were available to meet. Those present considered whether this constituted a quorum, since there were only five trustees currently on the Board. Betsy R. agreed to double check with the Vermont League of Cities and Towns (VLCT) the next day, and if she found that three was not considered a quorum, then the March 16th meeting would not be official and any action items discussed would have to be taken up again at a warned meeting with a quorum (four trustees) present.

As promised, Betsy R. spoke with an attorney from VLCT and learned that the Vermont Supreme Court had ruled that a quorum was, as the attorney put it, "a majority of seats at the table not butts in the seats." This meant that since there were six seats on our board, four trustees needed to be present to hold a meeting. Furthermore, if an issue were to come up for a vote, the four trustees present would all need to vote in favor of the action in order for it to pass. The number needed for a quorum did not change from four to three just because only five of those six seats were filled at the time; we still needed four trustees present to hold a meeting and to take action.

Consequently, the following discussed during the unofficial meeting on March 16th will need to be revisited at a warned meeting with a quorum present and action taken at that time if necessary:

General:

- Accept the February 16, 2015 regular meeting minutes.
- Election of Board Officers: Anne agreed to continue as acting chair for the time being.

Buildings & Grounds:

- Repair of the heat duct that possibly rusted out due to people with dripping boots repeatedly walking over a register.

Treasurer:

- Determine whether trustees, simply for their information, would like to see an electronic copy of vouchers to be paid that have been authorized by two trustees and will be given to the town treasurer each month.
- Decide if any changes need to be made to the Library investments, particularly Global Water; should it remain a separate fund or be transferred into the rest of the Abbott Memorial Library Fund, abandoning the desire to have a "socially responsible" investment at this time to simplify the investment portfolio and reporting.

Community Liaison:

- Review the winter speakers series to date, reflecting on the events that have already taken place, including the Tick Talk and the Winter Moth, and reviewing plans for the last event, the discussion on invasive plants in Pomfret.
- Revisit community outreach plans and publicity, specifically in light of the recent decision to consolidate the Pomfret and Bridgewater Schools; include the new school librarian.

Development:

- Explore Tessa's willingness and desire to take on development per Anne's initial conversation with her about the Library Board.

Chair:

- Consider how to pursue various tasks performed by former board member Jenny Satterfield, including maintenance of the Library website and the creation of a blog.

Old Business:

- Routine Librarian Evaluation: Anne agreed to talk with Jenny about Cory's evaluation and report back to the Board.
- Cresting Tiles/Roof Restoration Project: Review the status of bids, the Dolan grant and fundraising progress to date; sort out the logistics of the historic preservation reimbursement grant.
- Walkway plans: Consider the walkway's disrepair and general maintenance (snow removal) and determine how to fix the drainage problem, which will include a discussion with the Town about any plans to widen or otherwise change the road in front of the Library.
- Revised Trustee Goals: Think about adding specific timelines for certain items or prioritizing them in order to make the goals vibrant and useful; make additional changes and decide whether to accept them.
- Trustee Evaluation Form: Determine whether to use the checklist found in "A Manual for Vermont Public Library Trustees, 2007" distributed by Jenny after the last meeting.

New Business:

- Inspect fire extinguishers and smoke alarms; replace batteries: Inspections done routinely; Cory replaces batteries.
- Update signature authority on bank and investment accounts: Anne agreed to contact Betsy S.
- Update page on Safety Procedures: Anne agreed to do so and to distribute a revised copy for everyone's review.

Other:

- Revision of the five year plan in 2015 placed on hold as electronic catalog project tackled instead; updated plan will need to be developed in 2016.
- Due to a scheduling conflict, changing the date of the regular meeting in April was proposed; Betsy R. agreed to post change of date notices; Anne will let her know whether she would like her to post the agenda as well.

Discussion ended at approximately 8:50 PM.

Next Board of Trustee Meeting will take place at the Library at 7 PM on Thursday, April 9, 2015.

March 16th account respectfully submitted by Betsy Rhodes on March 21, 2015.