

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEE MINUTES
FEBRUARY 16, 2015 MEETING**

The meeting began at approximately 7:10 PM. Present: Carole Brown, Betsy Rhodes, Jenny Satterfield, Betsy Siebeck and Cory Smith, Librarian. Absent: Anne Bower and Emily Harrington.

The agenda was adopted and the minutes from the January 19th regular meeting and January 31st special meeting were unanimously accepted. Betsy R. agreed to file the final minutes.

REPORTS

Librarian: Cory reported on recent and upcoming events. The Valentine's party was a success, with 31 kids and 13 adults attending; it was a lively and fun party. When asked, she shared that all of the children were from the Pomfret School. She thanked everyone who provided refreshments and gave special thanks to Library Assistant Sue Heston for her wonderful job decorating and for cutting out many paper hearts. Focus then turned to the upcoming winter speaker series. Publicity for Alan Graham's Tick Talk on February 26th was underway; those present agreed to put up posters and post additional listserv announcements, as well as volunteered to provide refreshments. Betsy R. reported that she talked with Mark Binder and the Moth in March was set for Friday the 13th. She agreed to follow-up with Mark to determine if he would contact Cory to coordinate the event as he had done in the past. She said that she also had outreached to the Pomfret Invasive Plant Committee about the program to be held in April and received a little response, but folks did not seem ready to focus on spring quite yet. Discussion about the format and content of the program followed, and it was agreed that the topic would be revisited at the next Board meeting in March.

NEW BUSINESS

Facilitating candidates' forums: Betsy S. asked if the Board could please discuss this issue out of order, since there were some community members waiting for the Board decision before taking next steps to organize the proposed event that was scheduled to be held in less than a week. Discussion followed. Based on past experience, those present agreed that the Library could be used as a public space to hold the meeting, as long as those coordinating the event were warned about its limited size and it was made clear that the Library was not the coordinator but only providing the venue.

REPORTS *continued*

Librarian: Cory finished her report by sharing that the Pomfret School book discussion had fallen through for a number of reasons, so it would not be taking place this school year. Finally, she had talked with the Eagle Scout interested in doing his service project at the Library in the spring and now had a clearer idea of what he would like to do and how much time he intended to spend (one to two weekends). Renovating the border and creating a connecting walkway between the Library and Artistree were both areas of interest; he also was willing to relocate the crabapple currently planted near the septic system. Cory planned to talk with him again to work out the details closer to spring.

Buildings & Grounds: Cory reported that the sidewalk was getting the attention necessary to remain clear; the furnace and water were fine; there was a problem with the lights one Saturday, so she flipped the fuse and they worked again; and, there was a heat duct dripping that was in need of repair. Discussion followed. Cory agreed to contact the folks who had done the most recent ductwork to see about a repair. In Anne's absence, Jenny distributed the draft request for bids prepared by Anne for the Board's approval. Discussion followed. The only proposed change was to add "and remove" in item number five, so it would read "... clean up and remove debris from the job." The draft was approved with this change. Jenny agreed to let Anne know, so she could post it as soon as possible.

Treasurer: Betsy S. distributed a financial update, comparing budget to actual spending to date. It appeared as though the Library was on-track and the budget seemed to be fine so far. The only area in which the Library was a bit behind was in the annual appeal, but checks were still being received. She then asked everyone to let her know if they could think of questions that might be asked about the budget at Town Meeting, so she could be as prepared as possible to respond. After which, she reported that she would be out of town at the end of the month, so she, Cory and Jenny worked out a plan to complete the necessary paperwork to have the bills paid and payroll completed by Town Treasurer Ellen DesMeules in her absence. Finally, she shared that she had been communicating with our financial advisors at Morgan Stanley and learned that Global Water could not be combined with the Abbott Memorial Library Fund (AMLF) because the AMLF was a managed fund that was constantly changing. Consequently, it was not possible to have a set amount maintained in a certain investment, like Global Water, if it was a portion of the AMLF. Discussion followed,

including a debate about fee structure and investment philosophy. Since Anne could not attend this meeting, Betsy S. had contacted her ahead of time for her input, which she shared with those present. Everyone agreed that, since no pressing decisions needed to be made before the next Board meeting, we should try to have everyone present to participate in any further discussion. So, it was decided that “Investments” should be included on the agenda of the next meeting.

Community Liaison: Carole reiterated that Alan Graham’s Tick Talk was set for the following week, and she had nothing further to report that had not been discussed during the Librarian’s update.

Development & Chair: Jenny reported that she was in the process of finishing up the last thank you notes to the annual appeal and agreed to handle any others that were received.

OLD BUSINESS

Cresting tiles, Investments, and Speakers series: No one had anything further to add to earlier discussions on each of these items.

Librarian evaluation: Jenny and Cory agreed to arrange a date and conduct the annual evaluation.

Board goals: Those present discussed the latest Trustees’ Goals distributed by Jenny prior to the meeting. Changes were considered, including adding Artistree to the Community Outreach section, deleting various goals that had been achieved and updating the status of others. Jenny agreed to make the changes and distribute a revised copy for 2015.

NEW BUSINESS *continued*

Preparations for Town Meeting: Who would say what in support of the Library during Town Meeting was considered. Jenny agreed to make opening remarks on behalf of the Library when its budget was brought up for discussion. Betsy S. said that she would talk about the specifics of the budget if need be. In the meantime, others would share any questions that they thought might be asked, so everyone could be as prepared as possible to respond.

Review/contact possible trustee candidates: Carole reported that she had talked with Tessa Westbrook, and she was interested in becoming a Trustee. Jenny agreed to contact her to further discuss serving on the Board. If she still wished to serve after they spoke, Jenny agreed to nominate Tessa at Town Meeting. Betsy R. agreed to nominate Betsy S., since she was the other Trustee up for re-election in 2015. Jenny also shared that Emily had decided to resign, since she did not seem to have time to participate on the Board at this point in her life. Although they regretted her decision, those present completely understood it. Discussion followed. Emily had recommended Barclay Modarai as a possible Trustee. Jenny agreed to speak with her about serving as well. Whoever filled Emily’s vacancy would have to be appointed, however. Since Emily’s resignation was unknown when the Town Meeting Warning was completed, someone could not be elected at Town Meeting to fill the vacancy. Those present agreed to ask the Selectboard to appoint someone after Town Meeting. In order for the new Trustee to participate in the next Board meeting on March 16th, this would have to be done at the Selectboard’s meeting the day after Town Meeting on March 4th.

Trustee evaluation: Jenny explained that this was an internal check recommended by the State of Vermont. She would send out a link to the State’s evaluation form for everyone to consider.

Facilitating candidates’ forums: No one had anything further to add to earlier discussion on this item.

Meeting adjourned at approximately 9:00 PM.

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

February 16th Minutes respectfully submitted by Betsy Rhodes on February 22, 2014.