

# Abbott Memorial Library

## Board of Trustees Minutes

November 21, 2022

The November meeting took place in person in the library and a link was provided via Zoom.

The meeting began at 7.15pm.

Present: Cory Smith (Librarian), Sue Heston (Assistant Librarian), Susan Burgess, Betsy Rhodes (all via Zoom) and Tina Clifford, Mary Worrell, Cara DeFoor, and Jocelyn Randles (in person).

The agenda and September 2022 minutes were approved.

### Reports

Librarian: *Cory Smith*

- The library building is being winterized.
- Jigsaws and games are available for lending.
- The \$500 grant for children's books on diversity has been spent and accounted for.
- The new courier service is working well. A grant pays for half of the service.
- Story time has taken place on a weekly basis for the past 6 weeks and will resume after the holidays.
- The Larkin event had an excellent turnout with 23-25 visitors in person and a further 20 on Zoom. Future events include The Lantern Walk (Dec.6<sup>th</sup>, 4-5pm), and the Jane Dwinell author talk on *Alzheimer's Canyon* (Jan. 8<sup>th</sup>, 1pm). Cory is going to contact Artistree to see if the Dwinell talk can be moved to their loft if extra space is needed.

Building and Grounds: *Betsy Rhodes*

- There is a lot of bat guano in the attic. Betsy is going to send some to the VT Wildlife Department as part of their study. She will vacuum up the remainder.
- The batteries in the smoke detectors have needed replacing recently. It was decided to replace them every year (March) to avoid future inconvenience.
- An electrician (Ryan Clark) checked the basement, removed a small piece of wood paneling, and ascertained that there is no water in the electrical system. Some water is coming in near the back steps. The contractor working on the foundation (John Barnes) is committed to finding the cause of the water seepage in the spring.
- The three proposals related to the scoping study are to be presented to the selectboard meeting on November 29<sup>th</sup>. The trustees will wait to respond to them until they have discussed them as a group and gathered more information.
- The Radon reading in the basement is higher than it has been. Betsy will try and determine what is causing changes in the level (including looking at the air exchanger, humidity, and location within the basement).

Treasurer: *Susan Burgess*

- Susan distributed a financial statement and this was approved.
- Susan needs to know when the selectboard are going to meet to approve the budget.
- Susan and Cory are going to meet to go over a draft budget for fiscal year 2024. They will then present it to the Trustees.
- Betsy is going to update the 3-year capital budget for 2023-2025 and pass that information to Susan and Cory.

Development: *Mary Worrell*

- Mary has all the materials ready to send out the annual solicitation letter. The Trustees agreed to share the work of putting the mailings together. They will be in the mail by November 28<sup>th</sup>.

Outreach/Community Liaison: *Jocelyn Randles, Cara DeFoor*

- Tina will share information about the January author event so other trustees/librarians can help with promotion. Tina is to ask the author whether she can provide a snow date.
- Betsy is to ask whether it is possible to have another Moth event in February or March.
- Cara is to put together a group of contemporary poets to read their work in February or March (depending on the response about Moth).

Chair: *Tina Clifford*

- Tina is preparing the narrative for the town report. She is going to collaborate with Betsy.
- Tina and Betsy are both up for reelection in March. Tina does not want another full term and Betsy is undecided. Mary needs to be on the ballot as she was appointed (one more year is left of her term).
- Tina is to ask the town clerk when candidates need to declare their interest to be on the ballot. Sue H. will help to identify potential candidates.

Old Business

The meeting was adjourned at 8.55pm. The next board meeting will take place at 7pm on Monday Decmber19th, 2022.

Respectfully submitted,

Jocelyn Randles

