

## Abbott Memorial Library

### Board of Trustees Minutes November 20, 2023

The November 20th, 2023, meeting took place in person at the library.

The meeting began at 7:10pm.

Present in person: Mary Worrell, Jocelyn Randles, Cory Smith, Betsy Rhodes Zoom: Susan Burgess, Doug Abbott, Cara DeFoor

The agenda was reviewed and adopted.

The October 16, 2023 Minutes were adopted

### **Reports**

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#### Cory Smith (Librarian)

- For the drop-in Halloween event, ten kids enjoyed playing games and made crafts.
- The No Strings Marionettes performance of their version of The Hobbit on Saturday, 11/04, drew more than 100 attendees. Cory submitted the post event report to The Winnie Belle Learned Fund which subsidized this successful event.
- Storytime for the Fall ended on 11/16 and will begin again mid-January.
- Cory's in-person hours have increased to include Tuesdays 10am-3pm, Thursdays 3pm-6pm, and one Saturday per month.
- Cory has prepared and submitted the following three reports:
  - o Summer reading Program
  - o Courier Grant report
  - o Winnie Belle Learned Fund
- The Public Library report is due toward the end of Dec.

#### Jocelyn Randles (Development)

- Appeal letters are complete and will be mailed.
- The board discussed policies for processing donations.
- The board discussed policies for creating and sending thank you notes.

#### Susan Burgess (treasurer)

- Susan led a discussion of the annual report, profits and losses, as well as the expense detail for October 2023
- The board voted unanimously to approve a request to the town for an appropriation of \$42,500 for FY 2025.
- Upcoming expenses include the Ottauquechee Heating and Plumbing estimate of \$3,200 for the Oct 31<sup>st</sup> installation of the air exchanger.

#### Betsy Rhodes (Building and Grounds)

- Mary and Casey hauled the couch from the basement to the curb, where it was picked up by a passerby.
- Doug has picked up and stored the Eagle Scout furniture for the winter.
- The board is thankful to the fire department for providing three additional 10-year smoke alarms. These have been installed.
- Efficiency VT has provided a \$40 rebate for the second dehumidifier.
- The air exchanger was installed on OCT 31<sup>st</sup> and are currently working at 100% capacity. Radon continues to fluctuate but has been consistently lower. The filters are not as dirty. The Green Mountain Power bill indicates that electricity consumption is in line with expectations.
- The pothole has been temporarily patched by the Town and hopefully will last through the winter.
- Betsy will follow up with the road foreman to confirm that the stream bank erosion will not become problematic during the winter.
- The cleaning of the Hutchinson's Young Boy painting from the Childrens' Room is complete. The board is deeply appreciative that Joanna has offered to pick it up in Middlebury and transport it to the frame restorer in Bridgewater.
- The board unanimously voted in favor of establishing a maintenance plan with Irving Oil for \$306.96.

#### Doug Abbott (Community Outreach)

- The upcoming poetry reading will be held at the library on Dec 5<sup>th</sup> at 6:30. Each of the five presenting poets will read for ten minutes.
- The annual lantern walk will be led by Liz Maliszewski on Dec 12<sup>th</sup>.

#### Mary Worrell (Chair):

- Mary led the board in a discussion re the feasibility of setting up a library PayPal account.
- Mary and Susan are both up for re-election.
- At the upcoming selectboard special budget meeting, the library will submit a line item only request of a total allocation of \$42,500 for FY 2025.
- The library narrative is due to the town by Dec 8<sup>th</sup>. Betsy will request an extension for Jan 5<sup>th</sup>, the same day that financial reports are due.

Next meeting will be held at 7PM on December 18th, 2023

Meeting adjourned at 9:04pm

Respectfully Submitted by

Cara DeFoor, Secretary