

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
March 21, 2022**

The March 21st meeting took place in person at the library

The meeting began at 7:10PM

Present: Tina Clifford, Betsy Rhodes, Cara DeFoor, Mary Worrell, Susan Burgess, and Cory Smith, Librarian

Absent: Jocelyn Randles

The agenda was reviewed and adopted with the addition of the following two items:

- Update on painting restoration
- Update on insurance issue for all contractors on library grounds

The February 21st, 2022 minutes were approved

With the exception of the positions for Chair and Building and Grounds, the vote for roles will be held during the next board meeting. Tina Clifford was unanimously voted as chair and she accepted the role. Betsy Rhodes will continue in her building and grounds role. In the meantime, Cara DeFoor is acting secretary for this meeting

REPORTS

Librarian: Cory Smith:

- Cory and Sue are working well together on the basement clean-out.
- Craft bags have been a success with 35 distributed for The Chinese New Year and 40 for Valentines Day. Additionally, adults continue to pick up extra adult coloring pages. Cory is working on more spring craft options.
- Cory is working on determining which adult books are good candidates for weeding out based on whether they've been borrowed within the last decade. She is also identifying books that are heavily used and in need of replacement.
- Spring clean-up is starting (early).
- Cory will be on vacation from 03/30 - 04/10. Sue will cover the hours and Barbara may volunteer for some.

Building and Grounds: Betsy Rhodes:

- The basement radon level was recorded at 3.9 (4.0 is the goal). Hopefully foundation work will lower the levels.
- Betsy met with Efficiency Vermont (Frans Van de Ven) and was advised to:
 - Monitor the oil furnace with an eye toward a possible new plan in the future, even though it is currently in decent working order.
 - Get a clear picture of what drainage will look like from the mason
 - Look at dehumidifier options
 - Consider whether the air exchanger needs to run 24/7
 - Consider insulating the attic and the basement pipes
- Betsy will follow up with John Barnes regarding the foundation work and will make sure he submits necessary insurance forms.
- Betsy is working with Jane Metcalf to move the garden in order to allow for foundation work. Jane has generously offered to make it happen and Betsy will round up some help for her.

Treasurer: Susan Burgess:

- Susan had distributed the 2022 Treasurer's report to board of trustees earlier in the day (03/21 Monday) and offered to clarify any questions. There weren't any questions or concerns.
- Susan had distributed an email alerting/reminding trustees that all library contractors (including the architect) must have proper insurance coverage and forms on file. This issue has arisen since Ellen is working on a state audit.
- The town general funds have been received and are distributed annually in two installments, once in February and again in August.
- Susan raised the question regarding use of endowment and reserve funds, as intended by the original endowment. She provided some information on how this issue has been addressed historically.

Development: Mary Worrell:

- The annual appeal brought in \$11,390. This was an increase from last year. There were some new residents who donated.

Outreach: Tina Clifford:

- 05/01 Sunday 3pm: The upcoming VT Reads event will be hosted by Anne Bower outdoors on the library lawn and will also be available on Zoom (Anne is willing to set up zoom on her account) for those unable to attend in person. The book for this statewide community read is titled, *We Contain Multitudes* and multiple copies are available at the library.
- 05/ 22 Sunday 3pm: Book discussion on the library lawn by local author, Roisin Sorahan on her book, *Time and the Tree*.

Chair: Tina Clifford

- Tina will have alternate signature authority.
- Tina will revise the first page of the safety procedures to reflect current members of the library board and the selectboard.
- Updating technology: unanimous vote to sign up for a year of zoom pro for \$150. This allows for up to 100 attendees for longer than 40 minutes. Cory will sign up.
- Cory will look into purchasing new computers which will include cameras for the monitors (necessary for Zoom meetings). It's about time to update the machines anyway.
- Ellen DesMeules will contact the board regarding smoke alarm/detector batteries and fire extinguisher certification (NH Fire Protection Service Provider)

OLD BUSINESS

- Sue has requested volunteers for traffic control for The Covered Bridges Half Marathon to be held on June 5th. Traditionally the library board members take on this role and sufficient numbers have committed to help out for the 2022 event.
- No news on stream bank or parking
- Ian Coates mowed the lawn last year at \$20/mow and has requested a raise to \$30/mow.
- The painting restoration of the lady has been completed (by Fiona), including her frame, and she again sits on the wall. The frame I incredibly detailed and the work was very well done.
- Susan and Mary are discussing organizing a program about Pomfret historical locations and ancestry.

New Business

- Board members will consider which roles they would like and voting will be held at the next board meeting.

The meeting adjourned at 9:05pm.

The next Board of Trustees meeting will take place at 7pm on Monday April 18, 2022.

Respectfully Submitted,
Cara DeFoor