

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
May 16, 2022**

The May 16th meeting took place both in person at the library, and with online attendance

The meeting began at 7:05PM

Present: (in person) Tina Clifford, Mary Worrell, and Cory Smith, Librarian
(Online) Jocelyn Randles, Susan Burgess, Betsy Rhodes, and Cara DeFoor

The agenda was reviewed and adopted.

The April 18th, 2022 minutes were approved

REPORTS

Librarian: Cory Smith:

- Zoom pro update has been purchased and set up.
- Sue Heston will meet some 1/2 marathon volunteers at corner of Cloudland and River Rd on 05/19. The four stations for the race:
 - Taftsville/Hillside Rd
 - Ottis Hill Rd
 - High Pastures Rd
 - Cloudland Rd
- Dead River heating oil has been prepaid w/ annual contract. A cleaning is scheduled for Thurs 06/16. The possibility of eliminating the backdraft issue will be discussed during maintenance at that time. No further pre-paid purchase options are currently available.
- Fire extinguishers have been inspected.
- After discussion of the potential purchase of an electric mower, the board decided against based on concerns about storage and ongoing maintenance.
- VT Reads announced its next book, *The Most Costly Journey*, a graphic novel.
- Cory bought a printer/copier/scanner/fax machine with a touch screen.

Building and Grounds: Betsy Rhodes:

- Radon levels last recorded at 3.7
- John Barnes has completed/sealed half the foundation. He determined that the footer had been exposed and that had allowed for water damage. He has installed perforated pipe as well as crushed rock. The entire project has stayed on budget, but it might end up toward the high end of the estimate, If so, a \$17k payment would be due after completion of work.
- Jim Potter will look at the parking lot "mystery" pipe in hopes of determining its function.
- Jane Metcalf has restored the plantings
- The lawn will need to be reseeded after completion of the foundation work.

Treasurer: Susan Burgess:

- Bill Payment Process Solution: In order to avoid late payments that arise as a result of processing bills in a single batch at the end of each of month, the library bills will henceforth be processed twice monthly. This new strategy will allow for more timely access to the Citizens bill in particular as it will now be delivered by way of email on the day it is issued. Tina will approve by email consent. Payments will continue to be issued as a single payment voucher at the end of each month.
- Budget projections: After issuing the final \$17k payment to John Barnes for the foundation work, the June balance is projected to be -1,044. Therefore a transfer of \$5k from the reserves will be required. With this infusion of funds, projected income and expenses for the remainder of the year are on track.
- By consensus, all approved the 2022 Investment Policy with no changes to the ratified 2021 policy.
- Susan distributed the 1905 original Warranty Deed. Our current investment portfolio is in keeping with the terms of the deed. Susan voiced concerns that the library ought to use the income from the investment funds in order to comply with the deed terms. She suggested using some of these restricted funds to cover some portion of the cost of the foundation repair.
- Signature authority: Vanguard has changed their requirements such that new signature authority will be required by 07/11/2022. A vote was taken and by consensus, all approved signature authority for Susan Burgess and Tina Clifford for access to the Vanguard account.

Outreach: Jocelyn Randles:

- Jocelyn and Cara are exploring topic ideas for potential future presentations/forums to be led by town elders. Eg, organizing an informal story-telling/historical recounting of the one room school houses.
- Cara is exploring possibilities to invite a guest speaker to provide a presentation on "How to Help a Struggling Reader". The idea would be to provide information on available resources for parents, potential tutors, teachers, etc.

Chair: Tina Clifford

- The following documents have been re-approved: Bylaws, Safety Procedures, Investment Policy, and Trustees Calendar.

OLD BUSINESS

- Author reading/discussion by Roisin Sorahan on her novel, Time and the Tree, on 05/22 at 3pm at the library.
- Sue Heston is coordinating volunteers for The Covered Bridge Race
- The frame for the landscape painting is still on backorder.

NEW BUSINESS

- MOTH in person summer program to be led by Marc Binder (conditional on Covid precautions).
- Cemeteries fall/Halloween event

The meeting adjourned at 9:05pm.

The next Board meeting will take place at 7pm on Monday June 20, 2022.

Respectfully Submitted,
Cara DeFoor