

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEE MINUTES
APRIL 9, 2015 MEETING**

The meeting began at approximately 7:05 PM. Present: Anne Bower (by phone), Carole Brown, Betsy Rhodes, Betsy Siebeck and Tessa Westbrook. Absent: Cory Smith, Librarian.

The agenda was adopted and the minutes from the February 16th regular meeting and the account of the March 16th unofficial meeting were unanimously accepted. Betsy R. agreed to file the final minutes.

After a brief discussion, officers for the coming year were elected as follows: Anne as chair; Carole as Community Liaison; Betsy R. as Secretary; Betsy S. as Treasurer; and Tessa as the point person for Development. The Buildings and Grounds position would remain open until a new Board member was determined with everyone pitching in to cover it until then.

REPORTS

Librarian: In Cory's absence, JoAnn Webb, who was working at the Library during the first part of the meeting, shared the attached "Condensed Library Report" that Cory prepared before she went out of town. The report touched on recent and upcoming programs. Those present at the Tick Talk in February found it most informative, and there was standing room only at the Winter Moth in March, while the Lego Playtime attracted energetic and enthusiastic boys. The invasive plant talk would be the final event in the winter series, scheduled for April 26 at 4 PM. Betsy R. reported that she was spearheading the event but welcomed others participation. Discussion followed, specifically about community outreach and publicity. According to Cory's report, plans were also underway for the summer reading program.

The last portion of Cory's report pertained to buildings and grounds, including updates on the hole in the heating duct, which was temporarily repaired, the Eagle Scout service project to be done at the Library this spring and the routine maintenance of the furnace. Discussion followed. The Board agreed that if the temporary heating duct patch would hold, a permanent fix would be considered in the new fiscal year; those present agreed that this was the sort of repair to discuss with the Selectboard since the Library was a Town building. Betsy R. reported that she met with Cory about the Eagle Scout project and shared a list of questions with the Board generated from that meeting. By consensus, it was agreed that the struggling rhododendrons planted in Dana Emmons honor needed to be moved close to the foundation of the building and covered in the winter to be better protected; perhaps a handy volunteer, like Peter Gebhardt, would be willing to make the winter covers. The crabapple that needed to be moved away from the septic tank should be saved and replanted in the lawn on the Stage Road side of the building, in the space opened when the lilacs are moved next to and into the back border. Finally, weed whacking the back border a few times a year should be worked into regular maintenance. Cory's report indicated that she would meet again with the Eagle Scout, Charlie Bolliger, to finalize plans after spring break.

Buildings & Grounds: Pressing issues concerning buildings and grounds were covered under the Librarian's report and under old business.

Treasurer: Before she started her report, Betsy S. asked if the Board would organize a party for Jenny Satterfield, who had just left the Board after a decade of service. Everyone wholeheartedly agreed that it was a wonderful idea and Anne said that she would coordinate the logistics of the event via email.

Betsy S. then reported that she had two investment issues to discuss with the Board. First, she would like the Board to determine how to handle Global Water, which was currently part of the unrestricted Reserve. Discussion followed and the Board unanimously agreed that Global Water should be moved back into the Abbott Memorial Library Fund, a more appropriate restricted account. Those present agreed that the Library should keep socially responsible investing in mind and determine if there was a way to better meet that goal in the future. Second, she asked that the Board approve the transfer of Tim Thacher's recent gift from the Abbott Memorial Library Fund to the unrestricted Reserve, since he had designated it for the roof restoration project; all present agreed. After which, she asked the Board to approve the transfer of the cash donations that were temporarily deposited in the Town's operating account for the Library to the unrestricted Reserve. All present agreed to the transfer. Betsy S. then reviewed the year-to-date income and expenses versus those budgeted and reported that the projected balance should be fine, barring any extraordinary expenses, but it would be tight toward the end of the fiscal year. If the Library was short, however, there should be enough in the Reserve account to temporarily transfer funds to cover expenditures until the Town appropriation was received. In closing, Anne asked about updating signature cards on the accounts and Betsy S. agreed to contact Morgan Stanley and send her the necessary paperwork.

Community Liaison: Carole had nothing further to report that had not been previously discussed. When asked about outreach to the school, she shared that she had identified the new librarian and would contact her. The Library's outreach to

the new students coming from Bridgewater was also discussed, and Carole agreed to contact a Bridgewater School Board member to determine the best way to introduce the Library to the community.

Development: Anne started by welcoming Tessa to the Board and thanking her for taking on development. Discussion followed. It was agreed that much of the work would center on the annual appeal, but she should feel free to be creative and talk with Eric Werner, the Library's financial advisor at Morgan Stanley, who was a good resource and had previously agreed to work with the Library on development.

Chair: Anne reported that she had not yet talked with Jenny about the electronic catalog project but would do so. She then asked for ideas to fill the Board vacancy, since she had not heard from Barclay Modarai again about serving. Betsy S. reported that someone had suggested one of the recently retired Pomfret School teachers. Discussion followed and Anne agreed to start by contacting Sarah Woodhead, since a building and grounds person was needed on the Board and she would be outstanding in that capacity among others.

OLD BUSINESS

Roof restoration project: Anne reported that the bid deadline was April 17 and she expected to have at least one bid in-hand at that time. As long as the estimate had not changed dramatically from last fall, the Library was within \$6,000 of its goal for this project. The Dolan Foundation grant being submitted by the Pomfret Historical Society on behalf of the Library was ready to mail, and she hoped that it would raise the remaining funds. If not, other avenues would be pursued.

Walkway plans: Betsy R. reported that she had talked with Cory about the walkway when they met to discuss the Eagle Scout project. They agreed that if the end furthest from the building were raised to the level of the road, it might prevent water from pooling over the walkway. Cory felt that if this happened, the Library could continue to live with a hard pack front walk. Everyone was pleased to hear that since currently there was no money in the budget for a new walkway. The only other issue that Cory mentioned was that it would be nice if the walkway was not as wide, so there was less to maintain. She and Betsy R. had agreed that as wide as the lowest stone set down in the hard pack at the base of the stairs might work well, and the Board concurred. The following question was whether the hard pack removed could then be reused at the low end. Discussion followed. Everyone agreed that the low end should be raised in the easiest way possible, either by having the Town deliver more hard pack or by reusing the extra on the sides. In the absence of a buildings and grounds person, Betsy R. agreed to talk with the Art Lewin, the Town Road Foreman, to determine what was feasible.

NEW BUSINESS

Review safety codes: Anne already had made some changes. Others were discussed. She agreed to make them and distribute the updated safety procedures.

Trustees' calendar: Those present reviewed the calendar. Betsy S. asked that review of the budget be added in October and finalizing the budget in December. Anne agreed to make the changes and circulate the updated document.

Policy for Library Users with Disabilities: It was agreed that this policy needed to be developed. Anne offered to talk with Cory and to get back to the Board on its status.

Bylaws: After review and discussion, the only bylaw change to be made was under the position of secretary. Everyone agreed that the bylaws should state that the secretary "shall handle correspondence unless appropriate for another Board member to do so." Anne agreed to make the change and to distribute the updated document.

Covered Bridge Half Marathon: Whether to help with the half marathon this year in exchange for a donation to the Library was considered. Everyone agreed that it was a good cause and welcome income, so the Library would provide four volunteers. Anne agreed to contact Sue Heston, the point person for this initiative in the past, to coordinate the effort.

OTHER BUSINESS

Trustees' goals: Betsy R. asked about specifying timelines for some of the trustees' goals as discussed during the unofficial meeting in March. Anne agreed to include it on the agenda for the next meeting.

Change of next meeting date: Due to a scheduling conflict, changing the date of the regular meeting in May was proposed. Betsy R. agreed to post change of date notices.

Meeting adjourned at approximately 8:45 PM.

Next Board of Trustee Meeting will take place at the Library at 7 PM on Tuesday, May 19, 2015.

April 9th Minutes respectfully submitted by Betsy Rhodes on April 14, 2015.

Cory's Condensed Library Report

April 9, 2015

Recent Programs

Tick Talk, Thursday February 26, 7 pm, 10 in attendance.

Moth Storytelling, Friday March 13, 6:30 pm, 68 attended.

LEGO Playtime, Tuesday April 7, 3 – 4:30 pm, 17 boys joined us.

Upcoming Programs

Invasives talk discussion, Sunday April 26, late afternoon.

I am working on planning the summer reading program. One piece will be a book-to-film program for upper elementary/teen kids, will try to do this twice.

Building and Grounds

Hole in heating duct: Morgan & Sons repaired with tape. Estimate to replace that large elbow piece of duct work below children's room would be \$245 including parts and labor.

Eagle Scout project: Betsy R. and I further discussed the border improvements to be worked on by Charlie Bollinger. Charlie and I will meet again after spring break.

Furnace cleaning is scheduled for Tuesday April 28, in the morning.