

# Abbott Memorial Library

## Board of Trustees Minutes

May 19, 2025

The May 19 meeting took place in-person at Abbott Memorial Library and began at 7:06 pm

Present: Cory Smith, Jim Robinson, Jocelyn Randles, Betsy Rhodes, Mary Worell, Heather Durkel. Doug Abbott was absent.

The agenda was approved.

The April 2025 minutes were approved.

### *Reports*

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Librarian: *Cory Smith*

- Abbott Book Club is reading one more book before taking a summer break. We are reading *Emma* by Jane Austen and will meet on Tuesday July 1 at 6pm. As well, we will follow up with a field trip to Dartmouth for an exhibit and tour with Jay Satterfield in honor of Austen's 250th birth year.
- 8 kids (and 8 adults) took part in the Bring on Spring! Seed-Sowing program. It went smoothly and was a good project to take away and continue at home.
- 24 people attended the Moth-style Storytelling program on April 25. As usual, it was a fun mix of entertaining stories.
- Betsy Rhodes and Alan Graham put on an Invasive Plants program this past Thursday May 15. 11 people attended. There was nice audience participation, expertise shared, slides shown, real plants passed around, as well as a weed wrench that people may borrow from Alan. Big thanks to Betsy and Alan!

- For the Summer Reading Program, we will hand out reading incentive kits to all children who sign up. As well, Mary, Jocelyn and Cory are planning to hold three craft programs during June and July. These Tuesday programs are: felting with wool on June 24, making sock puppets on July 8 and making scratch paper on July 22. Times are yet to be determined.

#### Development: *Jocelyn Randles*

- Donations are still coming in.
- At this point there have been a total of 92 donations for 2024.
- There were 79 donations in 2023.
- \$10,450 has been raised from the 2024 Annual Appeal
- Jocelyn aspires to make the list of names and addresses a living document. This means taking off names and addresses of those who no longer live in Pomfret, and adding names and addresses of those who move to Pomfret.
- Jocelyn encouraged board members and staff to email her with any changes that they become aware of in Pomfret.

#### Building and Grounds: *Betsy Rhodes*

- It is a challenge to install the KNOX Box on our historic brick building.
  - Betsy is looking into different installation methods or a different version of the KNOX Box that could possibly be recessed.
- Furnace Maintenance is scheduled for May 27th between 12pm-4pm. The furnace will be serviced by Irving.
- Betsy purchased & installed additional stakes for the drainage area. No one has been parking over the drainpipe at the end of the front walkway as a result.
- 15 dogwoods have been transplanted behind the parking area. They are doing well.
- Betsy and Cory put in some waterbars to help with drainage.
- Cory suggests putting wood chips around the dogwoods to help mulch the dogwoods. Coconut Coir is another possibility that can be purchased in rounds for use as a mulch and would not run off.

- Betsy and Cory noticed people (children, perhaps) are walking between the parking stops and the hillside. They suggest making a small, narrow gravel footpath between the stops and the hill.
- Betsy has lost touch with her chimney contact. She plans to reach out again by phone.

Outreach: *Doug Abbott (absent )*

- Mary notes that we have plenty of programs coming up for the summer.

Treasurer: *Mary Worrell*

- Mary has reviewed the income and expense report. Everything looks good and matches Ellen's reports at the town offices.
- Mary started an 'Asset Account spreadsheet' for the library's funds showing the funds in each of the library's accounts from 2018 through 2024.
- Mary would like to keep a spreadsheet of the balance of the library's two accounts (library reserve and the brokerage account) and include the dividends.
- Betsy notes she is interested specifically in the Ira Abbott Fund because we need to be spending the dividends on that account per the deed. The board has been working to make a concerted effort with this.
- Mary will be looking at our asset accounts quarterly going forward. She will document funds quarterly for board review.
  - Historically, she will keep annual records.
- *\*Put Investment Policies' on the agenda for June*

Chair: *Jim Robinson & Mary Worrell*

- Mary notes that we changed the bylaws per our April meeting. We need to post them publicly for 44 days to see if anyone in the town objects.
  - Mary wonders if we should post the library board agenda on the town listserv
    - We do not plan to post the agenda on the Pomfret listserv. The trustee meetings take place at a standing date and time and anyone who is interested can join.

- We will post to the Pomfret listserv if we need to cancel a meeting.
  - Cancellations will continue to be posted on the library door.
- Mary asks if we agree to the changes to the Bylaw regarding the treasurer. All trustees are in favor.

## *New Business*

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- We did not have copies of the Long Range Plan. Thus, the Long Range Plan will be reviewed in June. The Long Range plan is in effect through 2027 and is reviewed at 5 year intervals.
- Operating Policy:
  - Jocelyn wonders if the Service Objective and Mission Statement ‘*to inspire children and adults with curiosity and a love of creative expression, while serving the community's information needs in a warm and welcoming setting.*’ is in line with Abbott Library’s Bylaw mission statement. Conversation ensued.
  - The Long Range Plan Committee wrote the objective and mission statement. The Long Range Plan Committee is a mix of board, staff and the public.
  - The Operating Policy, Long Range Plan and Bylaws have different mission statements. Betsy asked what the difference between the documents are.
    - The Long Range Plan and the Operating Policy are to guide the library itself. The Bylaws are to guide the library trustees.
    - The current mission was written for the 2009 Long Range Plan.
  - The question of the Operating Policy’s Service Objective and Mission Statement was put on pause because it is the task of the Long Range Plan Committee to address this mission statement.
- Meeting with Hunter Ulf / Abbott Memorial Library Accessibility
  - Hunter provided a proposal of \$1,500. This proposal would include floor plans with different options for an accessible entrance into the library, an accessible bathroom and an accessible meeting room.
  - Hunter Ulf will put past plans into CAD and create a few conceptual designs.

- This accessibility project would potentially be grant funded or the library would raise funds through fundraising or a capital campaign.
    - The goal would be to keep the overhead at a minimum (heating, etc.) and Hunter Ulf has this in mind.
    - The board approves \$1,500 in funds for Hunter's proposal
  - Summer Picnic:
    - Board, volunteers, friends of library, librarians attend the summer picnic
    - Cara DeFoor has volunteered to host
  - Covered Bridges Half Marathon:
    - Jocelyn will pick up the t-shirts and will let trustees know when the t-shirts arrive.
    - Jocelyn confirmed locations:
      - Cloudland: Jim & Marie
      - Taftsville: Doug & Cory
      - Ottis: Jocelyn & Chris
      - High Pastures: Betsy & Mary
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The next meeting will be held at the library June 16th at 7pm.

The meeting was adjourned at 8:37pm

Respectfully submitted by Heather Durkel, Secretary