

Abbott Memorial Library

Board of Trustees Draft Minutes

October 20, 2025

The October 20 meeting took place in-person at Abbott Memorial Library and began at 7:08pm

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

The agenda was approved with two additions.

The September minutes were approved as amended.

Reports

Librarian: *Cory Smith*

- ARTFEST:
 - Sue worked on Sunday, Sept. 21 during Aristree's Artfest event. 22 people visited the book sale or to see the library, and a couple people did a simple craft. Holding the event on a Sunday (and closing Library Street) worked much better this year since the Library and Teago Store are closed on Sundays, and the neighborhood is quieter overall.
- HALLOWEEN:
 - We will offer a Drop-In Halloween again this year. During library hours, kids are welcome to visit for some games, crafts and treats.
- ABBOTT BOOK CLUB:
 - The first meeting is in one week, Tue. Oct. 28 at 6pm, and we will discuss The Women by Kristin Hannah. The second book, This is Happiness by Niall Williams will be handed out next week and talked about on Tue. Dec. 2 at 6pm.
- PUPPET SHOW:

- No Strings Marionette Company will perform *Handsome and Gretel* at the Pomfret Town Hall on Saturday Nov. 1 at 4pm. We will need help setting up on Friday 10/31.
- STILL PLANNING:
 - Storytime, lantern walk and charades
 - Potential charades dates: Thursday, December 11th or 18th
 - Potential lantern walk date: Thursday, December 4th
- GRANTS:
 - Cory submitted the Summer Reading Program grant report. Next up, the Courier grant report and Courier grant application for the new fiscal year is due October 31.
- FIRE EXTINGUISHERS:
 - The library's four fire extinguishers were inspected on We. Sept. 17th.
 - There are two extinguishers on the first level (entry way & basement stairs) and two in the basement.
- 250 ANNIVERSARY
 - Cynthia Hewitt has inquired if the library would like to collaborate with the town to celebrate the country / state 250 anniversary.

Outreach: *Doug Abbott*

- Doug was absent

Building and Grounds: *Betsy Rhodes*

- AIR FILTERS
 - Air filters have arrived and should suffice for the next 2-4 years
- STREAMBANK
 - Invasives have been pulled & disposed of.
- FUEL OIL
 - The town went with Dead River for the 2025/26 heating season.
 - Since the provider changed from Irving to Dead River, the fuel tank needed to be reinspected.

- The library's fuel tank was inspected again and passed. By 2030 the fuel tank needs to be placed on a concrete slab. It also needs a metal tubing sleeve.
- CHIMNEY REPAIR
 - Betsy spoke with the chimney repair person Tuesday, October 20
 - Dave Paul from River Valley Chimney received all necessary paperwork from the library and plans to complete the chimney project next week (the week of Oct. 27)
- KNOX Box
 - A representative from the Teago Fire Department will visit the library Thursday, October 23rd at 4:30 to do a site visit and discuss placement and installation of the KNOX Box.
- CAPITAL BUDGET
 - Betsy distributed Draft #1 of the Capital Budget for Abbott Library's long term needs.
 - Discussion ensued

Treasurer: *Mary Worrell*

- Mary distributed the Vanguard Dividend Gains, Year End Balance, Income and Expense, and Vendor Expense.
- Mary brought up a few questions about the Warranty Deed. The trustees found clarification about the Warranty Deed in pages 22-33 of Pomfret Land Records
- The board reviewed the FY 2027 budget.
 - We are in the beginning stages of drafting the budget.
 - The annual appeal helps to cover operating expenses and the dividends cover building maintenance.
 - Further discussion regarding FY 2027 ensued
- PAYMENT WITH CHECKS
 - Members wonder if more people would donate to the Annual Appeal if there were other ways to donate other than by check (Venmo or Paypal for example)

Development: *Jocelyn Randles*

- Members reviewed the annual appeal letter.
- Envelope stuffing for the annual appeal letter will take place November 8th at 9am

Chair: *Jim Robinson & Mary Worrell*

- Doug Abbott and Betsy Rhodes are stepping off the board.
- Mary will put up a flier noting that the board is accepting new board members.

The next meeting will be held at the library November 17, 2025 at 7pm.

The meeting was adjourned at 8:56 pm

Respectfully submitted by Heather Durkel, Secretary