

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
AUGUST 17, 2015 MEETING**

The meeting began at 7:05 PM. Present: Anne Bower, Carole Brown, Betsy Rhodes, Betsy Siebeck, and Jean Souter.

Anne Bower opened the meeting and the agenda was reviewed and adopted. The minutes from the June 29th meeting were unanimously accepted. Jean agreed to file the final minutes.

REPORTS

Librarian: Cory's report was reviewed and Betsy Rhodes filled in more details on item #5, the grounds update, which can be read below.

Buildings & Grounds: Betsy Rhodes worked with Charlie Bollinger (the Eagle Scout Project) for two days this summer. The crew included 8-10 scouts and adults. The clean up went very well. Two projected parts of the project were put on hold for now. The planting of the new lilac will come at a later date, and the border property will be left alone for now. Betsy spoke with Mark Van Gulden from Artistree about the bordering property. They have hired Chippers to clean up the area, keeping the maples, but clearing the leaning trees and unwanted underbrush. She expressed her hope that they will keep the chokecherries, dogwoods, and other natural plants. She was told that Eric, the groundskeeper for Artistree, will continue to trim the back berm. The property behind the library will most likely have plantings, and not be used for parking. In other news, our radon levels are down. They must be below 4, and the basement recorded 3.6; the main floor is .9. The furnace is being maintained. When no bill came after its April check, Betsy found out that we have a yearly contract, called the Easy Comfort Plan, that includes maintenance and emergency calls without extra fees. This costs \$246.95 and is paid in January. Since we are a municipal library our heating and oil contract is handled by the selectboard, as it is with all the town buildings.

Treasurer: Betsy Siebeck reported that Morgan Stanley's form for signature authority was incorrect. Betsy Rhodes agreed to sign the new form as the 3rd person with authority to get funds if the occasion should ever arise. Betsy Siebeck and Betsy Rhodes met with Eric Werner, our financial advisor from Morgan Stanley. Under the UPMIFA document, (official government standards) it is stated that we need to use a professional independent company to guide us with our investments, which we are already doing. They also discussed our investment policy, and he encouraged us to craft a new one, looking at the UVM Foundation Policy for guidance. It was decided that we do not need to work on building a huge endowment. We are a municipal library with most of our funding coming from the town taxes. For our size and ethos, we want to be for the community and by the community. A newer, bigger policy would not apply to us. We will look at revising/updating our Investment Policy this fall, but it is basically in good shape. Betsy Siebeck will thank Eric for his input for this and other issues over the years. Come January, we will be working with a new advisor from Morgan Stanley, as we fall into a different category in the firm, being a municipal library, not a 501(c)(3).

Community Liason: Carole reported that she and Anne attended the Prosper Valley School picnic, and made contacts with the new principal and two of the teachers that would be interested in being involved with the library. Cory will contact the new 5th grade language arts teacher to continue book groups and discussions that had started with the previous teacher. The Kindergarten teacher would like to set up a field trip to the library. Many new parents were interested in using the library. Any of our announcements should be made to Sarah Walker, the administrative assistant, and she will forward them on to the school community.

The Moth event is scheduled for Friday, August 21st at 7:00pm. This will be the 5th one. Mark Binder and Betsy Rhodes have been instrumental in making this event happen. Mark has paid for all of the advertising, and it was suggested that we “pass the hat” on Friday to help curtail that cost. We would like to have a musician, as Mark’s person cannot make it this time. Set up is at 6:30. Betsy R., Betsy S., Carole, and Anne will all be there to help.

Development: There are no reports, as Tessa was unable to be at the meeting.

Chair: Anne shared information on the Roof Restoration Project. See below.

OLD BUSINESS

Roof Restoration project: The money from the Dolan Foundation for the Roof Restoration Project came to Alan Graham (Historical Society) recently. Anne announced that the check for the roofing tiles was sent to Ludowici on August 4th, and the cost came in under budget. We can store the new tiles at the Grange when they come in. Anne met with Gerard Leone and sent the roof pitch measurements to Ludowici. Gerard will clean and repair the old finials, so there may be an additional cost to the original estimate. He is very busy, and we have to wait for the new tiles to be made, so we are unsure when the project can get started. Most likely it will be done next spring. Anne was applauded for the hard work she put into getting this project done.

Trustees’ Goals Review: Anne revamped the Goals page for 2015. It is now categorized under General Goals and Specific Goals. It will be filed in the library.

Policy for patrons with disabilities: The updated policy, which was revised by Anne, was approved. She will send it to the town clerk, and it will be filed in the library

NEW BUSINESS

Online Cataloging Update : Anne met with Cory and talked about possible providers for getting this project started. There is a \$1000/year provider and a \$300/year one. More than twice as many libraries in Vermont use the \$1000/year provider. What are the differences? Cory will put together a proposal for the next meeting. It will include her recommendation for the provider and how to go about getting this project started, along with start up costs, getting volunteers, and general organization. Anne felt that this was an important step to get started on as soon as possible. It makes the library more accessible for all and is key to our policy concerning services to individuals with disabilities.

The meeting adjourned at 8:50 PM.

August 17th Minutes respectfully submitted by Jean Souter on August 18, 2015.