

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES DRAFT MINUTES
SEPTEMBER 21, 2015 MEETING**

The meeting began at 7:10 PM. Present: Anne Bower, Betsy Rhodes, Betsy Siebeck, Jean Souter, Tessa Westbrook, and Cory Smith, Librarian.

Anne Bower opened the meeting and the agenda was reviewed and adopted. The amended minutes from the August 17th meeting were unanimously accepted. Jean agreed to file the final minutes.

REPORTS

Librarian: Cory's report was reviewed. It was noted that fewer people attended The Moth Storytelling event this time, probably due to two other main functions happening in Woodstock on the same evening. It was still deemed a successful evening. Anne will email Adrian to thank him for opening up Artistree on the night of The Moth. Cory got confirmation from the board that the annual Halloween Party should be scheduled. It is one of the highlights of the year for the children. Cory is in conversation with Murray Ngoima from Artistree, about co-hosting a Lantern walk, maybe two weeks after Halloween. Children from both groups, Artistree and Abbott, would craft lanterns and walk up behind Artistree at twilight (parents welcome). Cory presented a step by step plan to begin the online cataloging. It was agreed to go with her recommendation of purchasing the Library World software. She will also buy a Barcode scanner and Barcode labels. Cory will also look into the cost of two new computers that are due to be updated.

Buildings & Grounds: Betsy Rhodes happily reported that the radon level was down at a good level for the basement at 3, and an excellent level upstairs. She has been cleaning the filters and will replace them as needed. The swale continues to be in great shape, and even though the crown of the walkway is a bit high, we will wait until after winter to determine if it needs to be scraped down a bit. The weed trees on our border with Artistree have been flagged for removal. Betsy R. will rekindle a conversation with Eric, their groundskeeper, to reiterate the Library's interest in keeping the natural understory. She believes he's on board with this. Anne will also mention this in her email to Kathleen when she thanks her for putting up the stop sign and cones at Artitree's exit. The purchase of the lilac will be postponed until spring.

Treasurer: Betsy Siebeck spoke with Ellen DesMeules, the Town Treasurer, regarding interest on our checking account. We agreed to let the Town Treasurer use the small amount of interest our funds raise to pay for postage used in sending out our payments. After our discussion last month about whether we, as a library, could or wanted to pursue creating an endowment, Betsy Siebeck decided to call Amy Howlett, (VT Library Development consultant) and ask her opinion and also some questions. She told Betsy that we *can* do an endowment, and we legally can be a 501(c)(3). Whether we do or not, Amy strongly encouraged us to get involved in Planned Giving. It may be part of our annual appeal. If we pursue this, she suggested we give brochures to local lawyers who do estate

planning and wills. After an informed discussion, the board agreed that we would table the endowment idea for now. We will continue fundraising with our annual appeal letter (see Development). We will also do project based fundraising (such as roof restoration), and seriously look into Planned Giving and a Legacy Society model (think sustaining member).

Community Liason: There are no reports, as Carole Brown was unable to be at the meeting.

Development: Tessa met with Eric Werner from Morgan Stanley last week for 30-40 minutes. They discussed the upcoming annual appeal letter, possibly crafting two to three different samples directed toward different populations in Pomfret. The board agreed that this was a good idea, and suggested that only a first paragraph and a closing sentence would need to be different; one for residents, and the other for second home owners. Personalized notes on the letters help. Also, as in the past, we should include a donation card and envelope to help promote giving. We also discussed how we could use our website to inform and encourage people to give to The Abbott Library. Tessa reported that Morgan Stanley will shift our portfolio by December 31, but we don't know whom or where our representative will be yet.

Tessa will meet with Jenny Satterfield on Wednesday. She will show her how to get started on the Annual Appeal. Everyone on the board will help when needed.

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

OLD BUSINESS

Roof Restoration project: The tiles for the roof are in the process of being made and they will be ready in November. The approximate cost is \$37,000 without shipping. They will be stored in the Grange over the winter. Gerard Leone will repair the finials. The actual labor of replacing the tiles will be done in the spring.

Online Cataloging Update: See Librarian's report.

NEW BUSINESS

Review and Purge Library Records : Cory reminded us that there's a list on the filing cabinet of how to handle files. We considered formalizing the retention/purging policy but didn't take any action yet. Cory also said that this was an ongoing activity, so Anne suggested it may not belong on the calendar as just a September task.

The meeting adjourned at 8:55 PM.

The next Board of Trustee Meeting will take place at the Library at 7PM on Monday, October 19, 2015.

September 21st Minutes respectfully submitted by Jean Souter on August 26, 2015.