

## **ABBOTT MEMORIAL LIBRARY**

### **MINUTES OF OCT. 19, 2015 MEETING, BOARD OF TRUSTEES**

**Present:** Anne Bower, Carole Brown, Betsy Rhodes, Betsy Siebeck, Tessa Westbrook, and Cory Smith, Librarian. **Absent:** Jean Souter.

**Meeting called to order** at 7:07.

**Agenda** accepted.

**Minutes** of 10/10/15 Special meeting accepted.

**Minutes** of 9/21/15 Regular meeting accepted as amended.

#### **Reports**

Librarian: See attached Librarian's report, which Cory reviewed with us. Short discussion took place about who would assist at Halloween Party on the 27<sup>th</sup> and provision of snacks.

Building and Grounds: Betsy Rhodes reported on the meeting she and Anne had with Jason Eaton from Chippers and Jack Rossi, Artistree's landscape architect, with the resulting agreement on a "natural but kept" border, with understory plantings of some of the plant types Betsy recommended. Artistree will cover costs and maintain. Betsy has lifted the two remaining rhododendrons from the border and will maintain them through the winter. We'll reconsider their destiny in the spring, but will need to plant something else in the spring to replace their function as part of our memorial to Dana Emmons.

Treasurer: Betsy Siebeck brought us up to date on the transfer of investments from Morgan Stanley to Vanguard; we'll stay with three signators on the account. Concerning the budget preparation, Betsy S. agreed to send Cory and Anne information via email to help us work towards a budget draft. As Treasurer, Betsy S. recommends that our next budget include more substantial raises for staff (at least 3%); she'll have a draft budget ready for the November meeting.

Community Liaison: No report for now.

Development: Tessa met with Jenny Satterfield and now has info from her with which to work on draft of annual appeal letter and begin sorting the list of potential donors. She requested we each send her information we want to include in the letter (as soon as possible) and review the donor list (which she'll send via email). We tentatively set the date for working on the mailing for Saturday, November 21. Tessa will also contact the Town Clerk for the check list, to make sure we don't miss potential donors.

Chair: Anne reported that Artistree doesn't plan to begin renovations to the Grange building until spring, so storing our new cresting tiles (due to arrive in November) over the winter is no problem. Anne also commented that she'd contacted the Vt. Dept. of Libraries and they have no specific guidelines for retention of files, but referred her to the State Department's website for guidance. Based on reviewing that, Anne concluded that what we have informally listed on the filing cabinet could be a fine base for a retention policy; she'll draft that and send it out via email so that we can vote on it in November.

#### **Old Business**

Roof Restoration: See Chair report above.

Online catalog update: See Librarian's report. Cory was congratulated for her progress on this.

Note: We had previously discussed revising our Investment Policy, but at this meeting agreed to table that until after the Vanguard transfer is completed and next year's budget is in place.

#### **New Business**

The following items from our task list were resolved (other items on the task list were

discussed/resolved during previous parts of the meeting):

Three Year Capital Budget for Longterm Needs—Betsy Rhodes explained her report and we prioritized the list she presented, highlighting the granite steps and paint trim work. Betsy will get an estimate for step maintenance and she'll also call Ron Waters (who previously worked on paint trim) to get an estimate for painting the trim. The area under the porch half-moon window is down to bare wood and we agreed it is critical to get paint on that before winter. If Ron agrees it's critical, Betsy has our approval to have him do this much work right away; we'll consider his estimate for the rest of the trim and deal with that in the spring. Betsy will research costs of materials to create screens for the attic windows and for replacement flanges for those missing or broken on our storm windows. We will speak with Peter Gebhardt (volunteer who installs storm windows and screens for us) when he's removing the storm windows in the late spring about window frame repairs that may be needed. The other items on the list are not as critical for now (hole in furnace duct currently taped closed; slate roof maintenance once roof restoration completed).

Winter Speakers Series: After discussion we agreed on three programs: a Winter Moth (Mark Binder told Betsy R. he's willing to do this), a program on getting your photos (regular and digital) on line (Carole Brown will research who might do this), and a program on the importance of Historic Preservation (Anne will contact Devin Colman at the State Division of Historic Preservation). We also mulled over the possibility of next year's winter program being food-themed: home-curing meats, cider making, and safe mushroom hunting.

Storm windows have been put in.

**Next Regular meeting:** Monday, Nov. 16, 2015, 7 p.m. at the Library.

**Meeting adjourned** at 8:45.