

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

The meeting began at 7:05 PM. Present: Anne Bower, Carole Brown, 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 October 19th meeting were unanimously accepted. Jean agreed to file the final minutes.

REPORTS

Librarian: Cory reviewed the recent events that took place at the library, including the annual Halloween party on October 27th and the lantern making and parade held on November 14th, both deemed successful. Rick Russell from The Vermont Standard took pictures at the lantern making event. Cory will submit the Abbott Library Annual Report to the state by November 23rd. Kaelan Heston, Pomfret resident and library patron, was appointed to the state library committee to read and review Young Adult books for next year's recognition awards.

Buildings & Grounds: Betsy Rhodes reported that Ron Waters' crew scraped and painted the trim on the front of the building, including the exposed board above the entrance; he agreed to give her an estimate as soon as possible to paint the rest of the trim next year. She also spoke with stone mason John Barnes, who agreed to check out the granite steps and give her an estimate this fall for any maintenance and repairs that he would recommend, along with a timetable. Betsy researched and found the correct size storm window clips that are needed to replace broken or missing ones. The board approved the purchase. She also found a company that would make custom screens for the attic. It was agreed that three screens should be ordered for now. The small hole in the attic roof is temporarily blocked now, and will be repaired as part of the roof restoration project in the spring. Betsy reported that the radon levels are still fine in the basement and almost negligible upstairs. As she changes the filters regularly, more are needed to get through the winter, so the board approved purchasing another box of filters.

Treasurer: Betsy Siebeck reported that she did the paperwork and we are in the queue for ECFiber coming in 2016. It will replace Fairpoint phone and internet and be a bit more expensive, but the internet will be "wicked" better and faster. All the paperwork regarding our finances has been sent to Vanguard as we are no longer able to be with Morgan Stanley. Our history with Morgan Stanley will be available. The town has appropriated half of our financial allotment, and the second part will come after February taxes. The preliminary budget was discussed and no action has been taken.

Community Liason: Carole looked into possible ways we might host a computer/digital photo workshop, but found it was too broad a topic. Tessa suggested that we might narrow it down to a specific computer program, such as Photoshop. We discussed other possible evening programs for the Winter Speaker Series, which traditionally take place in February,

March, and early April. Carole said she would look at the Speakers Bureau Catalogue from the VT Council on the Humanities for a third program. Anne has already contacted Devin Colman to speak on historic preservation. Mark Binder is also willing to do a Winter Moth. No specific dates have been set yet.

Development: Tessa has worked extremely hard on updating the donor list and refining the annual appeal letter. (see New Business)

OLD BUSINESS

Roof Restoration project: The delivery of the crestring tiles will be soon. We will all help move them to the Grange when they arrive.

Online Catalog Update: Cory continues to work on this huge project.

Transfer of investments update: See Treasurer's report

NEW BUSINESS

Annual Appeal: The board reviewed Tessa's letter and made some minor changes/additions. We all agreed that it was well written and ready for mailing. Tessa went over the mailing list for corrections, additions, or deletions with the board. She will print the labels this week, and most board members will meet on Saturday morning to sign and stuff envelopes. The annual appeal letter is to be mailed before Thanksgiving.

Annual Town Report: Anne presented the draft of the 2015 Annual Town Report. After two small additions, it was unanimously approved as a well written narrative, ready for publication.

The meeting adjourned at 10:00 PM.

The next Board of Trustee Meeting will take place at 757 Cloudland Road (Anne's home) at 6PM on Monday, December 14, 2015.

November 17th Minutes respectfully submitted by Jean Souter on November 19, 2015.