

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
DECEMBER 14, 2015 MEETING**

The meeting began at 6:15 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 November 17th meeting were unanimously accepted. Jean agreed to file the final minutes.

REPORTS

Librarian: Cory reviewed her report, including circulation statistics, patron tally, computer use, and programs in November. She asked that board members remember to record their volunteer work, along with friends and family, who have also donated time to the library. This information is reported to the town and the state. It was unanimously approved to set money aside to hire Sue Heston for 4-8 hours a week for a few months this winter. She will be helping Cory with the online catalog work.

Buildings & Grounds: Betsy Rhodes reported that the screens, filters, and clips were ordered and have arrived. She will be putting the clips in right away. She continues to monitor the radon levels. Ron Waters offered to paint the rest of the trim in the spring, as a gift to the library. She also found out that the work Ron's crew did in the fall, including materials, was donated. Betsy met with John Barnes regarding the front steps. Overall, they are in good shape. He gave an estimate, not to exceed \$200, to do minor pointing and recaulking. He also suggested waterproofing the steps with Shield MX for next winter. The board unanimously approved that this money be put aside for the work to be done in the spring. Sand, cat litter, or ashes may be put on icy steps or walkway (natural materials). It was approved that \$20-\$25 be spent on glass to replace a cracked storm window. It was noted that Bill Cole will kindly continue to plow and sand the parking area this winter. Betsy had a long and informative conversation with Alan Graham concerning the small number of the large brown bat population in the library attic. Tyvek covers items being stored there, and Cory shop-vacs about once a year.

Treasurer: Betsy Siebeck presented the budget that is just about ready to submit to the town. She explained that we try to keep the operating budget low. This determines what we ask for and what the town votes on. The Capital Reserve is money set aside for major changes or projects that are planned for. There was a discussion on where we put the cost of the new yearly subscription to the online cataloging. Our accounts are now with Vanguard. We will not be able to have online access to them because we share the same EIN number as the town's investments. Betsy is looking into possibilities on how she can access our info online in the future.

Community Liason: Carole is working on getting a panel together of local longtime residents to tell stories and talk about the early history of Pomfret. This will probably take

place in March or April on a Sunday late afternoon. This will tie in nicely with the program that Devin Colman will present on historic preservation. The third program for the Winter Speaker Series will be a Winter Moth, led by Mark Binder. No specific dates have been set yet.

Development: Tessa reported that all of the annual appeal letters have been sent out. She tallied the donations made so far, with names and amounts, and address changes when needed. Returned letters will be sent out again if there was a forwarding address. Any checks coming in should be deposited right away. Thank you notes will be divided up among board members and sent out soon after the new year.

Chair: See Roof Restoration project

OLD BUSINESS

See reports above

Roof Restoration project: Anne oversaw the delivery of the crestring tiles on December 4th. Jim Rose (volunteer), Betsy R., and Carole were there to help. Also, Eric and Mark from Artistree assisted in seeing that they were covered and placed safely at the Teago Grange building. Thanks, again, to Artistree for letting us use their building. The shipping bill for \$750 came, which was within the allotted budget. There also was another donation to go toward this project.

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

NEW BUSINESS

Budget: From now on, cataloging will be an expense, and it will be footnoted in the budget. The budget went up 2.8%. The budget was finalized, voted on, and approved for the coming year. Betsy S. will submit the budget request to the Selectmen. She will also submit the financial data to the Town Auditors.

Annual Town Report: Anne sent the approved narrative annual report to the Town Auditors. After realizing the donated time and materials from Ron Waters, the board asked if she could add him to the volunteer thank you list, and resend the report.

The meeting adjourned at 7:35 PM.

The next Board of Trustee Meeting will take place at the Library at 7 PM on Monday, January 18, 2016.

December 14th Minutes respectfully submitted by Jean Souter on December 22, 2015.