

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
January 18, 2016 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 December 14th meeting were unanimously accepted. Jean agreed to file the final minutes.

REPORTS

Librarian: Cory presented the Librarian's report, including circulation statistics, patron tally, computer use, and programs in December. Board members signed up for providing refreshments for the Valentine's Party on Tuesday, February 9th. Cory explained her involvement with LUV Co-op (Libraries of the Upper Valley). Our reasonable dues allow us to share a large number of audiobooks with other participating libraries. This year, Cory was responsible for ordering 57 new titles, with input from other librarians. Cory will meet with Amy Howlett, our regional contact for the state library system, on January 20, regarding the implementation of the online cataloging system

Buildings & Grounds: Betsy Rhodes reported that the walkway continues to be in good shape and pallet free. It was confirmed that Ron Waters' work, both past and future, is a gift to the library. This includes labor and materials. The latest radon report had good readings. It was decided that the filters be changed every two months. The cracked storm window was repaired. The fire extinguishers are in good order. Next year the inspector will come to the library to check them, instead of having to haul them up to the town office. (thank you, Betsy) She reported that there were some challenges replacing some of the clips for the storm windows. The problem clips, along the tops of the windows, will be dealt with in warmer weather. Also, the sash and the glass on the front right window will need to be repaired in the spring.

Treasurer: Betsy Siebeck reported that the pages for the town report went to the auditor all in excellent order. A big thanks goes to Betsy Rhodes for formatting the report for the auditors. We had a discussion about synchronizing the library's bookkeeping system with the town's bookkeeping system, and how to keep it moving forward in a positive way. The decision was made that Betsy Siebeck and Betsy Rhodes will speak with the town treasurer and auditors. Betsy S. reported a very successful annual appeal, taking in over \$11,000 so far. Part of the higher amount this year is due to an unexpected and generous anonymous donation of \$5000. After a discussion, it was decided to put any excess money into our reserves for the time being, in case of an unexpected expenditure. It gives us reassurance to move forward with confidence.

Development: As noted in the Treasurer's report, the annual appeal was, and continues to be successful in raising money. Tessa coordinated a great fundraiser, from updating the donor and town resident list, writing a meaningful appeal letter, resending returned letters, and coordinating the thank you letters. She reported that more checks have come in and

most thank you notes have been written. The board appreciates all the work Tessa has done.

Community Liason: Carole is in the process of finalizing dates for the Winter Speaker Series. On Sunday, March 13th at 3:00, Devin Colman will do a presentation on the importance of historic preservation to a local community. This ties in nicely with the Abbott newly being on the National Register of Historic Places. On Sunday, April 3rd at 4:00, a panel of longtime local residents will tell stories and answer questions about growing up and working in the Pomfret area many years ago. John Leavitt, Joanna Long, and Fred and Nancy Doten are scheduled so far. Carole will look for one more speaker based on suggestions by the board. She made a courtesy call to Alan Graham to make sure there were no objections from the historical society regarding this presentation. He gave his approval and requested that we try to digitally record the event. He suggested contacting Bob Merrill for help. The third Winter Speaker Series is a Winter Moth. Betsy Rhodes found out that Mark Binder, the organizer for this event, will be out of town around the date we were hoping for. Even though the dates are close together, the board decided that April 1st would be the next best date for the Moth. Betsy R. will ask Mark if this will work for him.

Chair: Anne reported that the Abbott Memorial Library is the only building in town that is officially listed on the National Register of Historic Places. Anne will explore the possible options we have when purchasing the plaque. She suggested that the plaque dedication tie in with the celebration of the completed Roof Restoration Project.

OLD BUSINESS

See reports above

A concerned citizen spoke to Carole about directing traffic when the cresting tiles were delivered. In the future, we should notify the road crew to direct traffic when needed. Anne will contact Sue Heston or the coordinator of the Covered Bridges Marathon to make sure the race insurance covers volunteers who direct traffic.

NEW BUSINESS

Review Board Members' Status: Jean agreed to run for the next 3 years. Anne agreed to run for a 3 year term.

Board Goals for Coming Year: We looked at the goals that we set for 2015. The general goals stayed the same. We discussed the specific goals and decided to move the *Technology* goal to the capital plan and put it on the calendar. *Facilities* was also moved from specific goals and put on the calendar. We discussed the other specific goals. We decided to make a two year plan. Anne will draft the next Trustees Goals, covering 2016 and 2017, keeping in mind that they will be looked at annually.

Annual Librarian Evaluation: Anne and Jeannie will meet with Cory on February 25th at 2:20 at Jeannie's house.

The meeting adjourned at 9:10 PM.

The next Board of Trustee Meeting will take place at the Library at 7 PM on Monday, February 15, 2016.

January 18th Minutes respectfully submitted by Jean Souter on January 25, 2016.