

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
February 15, 2016 MEETING**

The meeting began at 7:08 PM. Present: Betsy Rhodes, Betsy Siebeck, Jean Souter, Tessa Westbrook, and Cory Smith, Librarian. Absent: Anne Bower and Carole Brown.

Betsy Rhodes opened the meeting and the agenda was reviewed and adopted. The amended minutes from the January 18th meeting were unanimously accepted. Jean agreed to file the final minutes.

REPORTS

Librarian: Cory verbally reviewed her report, indicating the written report will be done later in the week. The February 9th Valentine's Party included 17 children who crafted, played with legos, and/or ran around outside. The snacks were appreciated. There will be a candidates' forum for any Pomfret residents running for town offices held at the library on Sunday, Feb. 21st at 4:00 PM.

The three winter series programs sponsored by the Abbott are up on the town website. Devin Colman will speak on March 13th, the Moth on April 1st, and stories from longtime residents on April 3rd.

Cory was approached by artist Cynthia Emerlye about presenting a program on adult coloring. After a discussion, we agreed this would be an interesting program. Cory will contact Cynthia and set up a date and time.

Cory will plan another afterschool program between now and April vacation, possibly a legos program based on interest and requests from students.

The barcodes (all 10,000 of them) and the scanner have arrived. Cory went to Strafford to watch their librarian enter information with the new system. She communicated with Amy Howlett by email and spoke to other state officials about the online cataloging system. Our existing records are being sent from the State Libraries System. There was a question about whether we needed the new computers to start the work and Cory reminded us that Library World (our online catalog company) operates in the cloud, so updating our computer system is not necessary for this project.

Buildings & Grounds: Betsy Rhodes reported that the radon levels continue to be fine. She emailed with John Barnes to clarify the spring work on the library steps. As part of his original estimate, two coats of sealant are included. We then should apply one coat of sealant in the fall of 2017, and every 5 years thereafter.

Treasurer: Betsy Siebeck will take the \$99 reimbursement request from Betsy Rhodes for the attic window screen out of maintenance funds as opposed to capital funds as originally agreed upon. It was brought to our attention that the Green Mountain Power bill was unusually high in December. After brainstorming reasons, it was determined that the dehumidifier was on a lot in December due to the warm weather, explaining the higher cost. Betsy S. reported that we got our final town appropriation payment. She presented the Profit & Loss Budget through February 15th, and it looks very good. We're on track with a higher annual appeal income than projected. It was noted that the other fundraising line

with over \$6000 is due to the grant from the Dolan Foundation written through the Historical Society to help with the roof restoration project. Betsy Siebeck and Betsy Rhodes have spoken to the auditors about synchronizing the bookkeeping system. The discussion is still in progress as the auditors have been very busy getting the town report out. As promised, Betsy Siebeck looked at our investment policy. She also contacted John Moore for advice. After reviewing our investments and our current policy, he gave us a draft with recommendations. Betsy read John's letter to the library board and we agreed with many of his ideas. We were missing two board members and felt they should be involved in the discussion. Betsy S. will send a pdf of John's proposed policy along with his letter to all the board members. The board agreed that she should take the next steps to explore John's recommendations further, and that she will come back to the next meeting for discussion and final approval of our policy.

Development: Tessa updated information on the annual appeal. She has continued to update the spreadsheet of Pomfret residents and potential donors. We had a brief discussion on planned giving. Tessa will start to do a little research on what other organizations do and if it is appropriate for our library. She will pursue the idea of having a pamphlet as a low key way to have planned giving as a possibility for any patron.

Community Liason: The programs for March and April are set. Carole will work on publicity when she returns on February 25th.

Chair: Since we are now listed on the National Register of Historic Places, we want to buy a plaque to put in front of the library. Anne started researching plaques since our last meeting. Healy Plaques is the closest and one of the best in prices. Since Anne was away and had not heard back from them, Betsy Rhodes was able to contact a helpful person in the sales department just before our meeting tonight. We agreed that we wanted to customize the plaque with at least our name. We also discussed sizes and possible places to display it. We will take the next month to think about our options, revisit this discussion at the March meeting, and hopefully come up with a final decision.

OLD BUSINESS

See reports above

NEW BUSINESS

Prepare for Town Meting: We outlined our strategies for the election of two of our trustees, Anne and Jeannie, whose terms are up this year.

Annual Trustee's Self-evaluation: Betsy Rhodes passed out a simple checklist for trustees taken from the Manual for Vermont Library Trustees. We agreed that we should all take a look at it in our own time, and bring back any questions or concerns at our next meeting.

The meeting adjourned at 8:55 PM.

The next Board of Trustee Meeting will take place at the Library at 7 PM on Monday, March 21, 2016.

February 15th Minutes respectfully submitted by Jean Souter on February 18th, 2016.