

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
March 21, 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 February 15th meeting were unanimously accepted. Jean agreed to file the final minutes.

REPORTS

Librarian: Cory presented the librarian's report, including circulation stats, patron tally, programs in February and March, and upcoming programs in April. She emailed Cynthia Emerlye about the possibility of the coloring book workshop and has not heard back from her yet. Cory also reported that Amy Howlett, our regional consultant from the state Department of Libraries, is retiring after 38 years of service. Jeremiah Kellogg will be our regional contact for now. The online cataloging project is an ongoing process. Sheila Kearns from the State Libraries System just sent 3000 titles from our existing records. It was suggested that she speak with Jeremiah for help in the best way to add them to Library World. The new computers have not been purchased yet, but Cory has continued to research and has gotten closer with two good suggestions from a techie friend of Kevin Geiger's. The Town Meeting went smoothly with two board members re-elected and an easily passed library budget. On March 12th, Cory and Betsy Rhodes attended and spoke about Charlie Bollinger's service project at his Eagle Scout ceremony. Sue Heston and Cory are in the process of clearing out more basement books to be sent to the 5 College Book Sale.

Buildings & Grounds: Betsy Rhodes reported that the radon levels continue to be fine. There was some moisture in February due to the rainy month. The outside drainage around the walkway is still good. It will be looked at again in spring, along with the other spring projects; windows, screens, steps, painting, and roof.

Treasurer: Betsy Siebeck reviewed the Profit & Loss Budget vs. Actual through March 21 with the board. It's all in very good order. She has communicated with John Moore about our investments. He suggested we go to the trustees of public funds to manage our money, but we feel it's not necessary. He recommended that we sell our non-Vanguard investments and purchase Vanguard funds, and that they all be moved to a Vanguard balanced index fund of 60% stock and 40% fixed income. John suggested we become a sub-account of The Town of Pomfret to allow us online access to our investments. It would be more cost effective when making transactions. Betsy S. will pursue these two ideas and get advice from Vanguard. It was suggested that at some time we should consider having a long term plan for prudent investment. In the meantime, it's great to have John Moore help Betsy.

Development: Tessa has continued to respond to annual appeal donations with thank you notes.

Community Liason: Carole reported that the talk on historic preservation given by Devin Colman on March 13th was interesting and well received by the attendees. Carole made and distributed fliers for the upcoming talk on Sunday, April 3rd, "The Thrilling Memories of Yesterday". It was

suggested that she also send one to the Woodstock Historical Society and Alan Graham (current head of Pomfret's Historical Society). Carole will contact someone to audio record the presentation per Alan Graham's request, possibly Bob Merrill, Michael Reese, or a high/middle school student. She has confirmed all the speakers for that program; Fred and Nancy Doten, Hugh Hermann, John Leavitt, and Joanna Long. Each will speak for approximately 10 minutes. It was suggested, that as a backup, she have a few pointed questions ready. Betsy Rhodes is helping Mark Binder with the publicity for "Fooled Me", the Moth program, and is distributing the Moth fliers.

Chair: Anne showed the board the plaque design she worked on that designates the library being on the National Register of Historic Places. It will be 12x15 and costs \$609 including shipping, purchased from Healy Plaques out of Rhode Island. It was wholeheartedly approved. Anne met with Gerard Leone today. He looked at the 7 finials, which will be repaired and sealed. He will also clean the existing tiles and fix the hole before installing the new tiles. The estimated start time, weather dependent, is late April, and he predicts it will take 2-3 weeks to complete the job. Anne will work on the file retention policy. We agreed that we want to work at the half marathon again on June 5th. Anne will contact Sue Heston about this.

OLD BUSINESS

See reports above

NEW BUSINESS

Gratiot Memorial Donation: Checks have been coming in. Betsy S. is recording and depositing them. Anne is writing thank you notes.

Tasks for this month from Trustees' Calendar:

The board officers and assignments will remain the same for the coming year.

The fire extinguishers were inspected in January. It is hopeful that this will occur every January.

Cory will replace the batteries in the smoke detectors when needed.

Anne will update page one of the Safety Procedures with the new names and numbers of the Selectboard.

Zoning Board Meeting: The Zoning Board is meeting on Thursday, April 7th at the town office. Artistree is submitting plans to use the Grange as a community theater. As a neighbor who both supports their endeavors and also the residents in the village, the library board would like a representative at the meeting to listen to concerns and ask questions about the impact of this project. Parking, traffic flow, water use, and respect for neighbors' privacy are some questions that will be raised. It was suggested that the plans be looked at before the meeting. Betsy Rhodes offered to attend.

The meeting adjourned at 8:45.

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

March 21st Minutes respectfully submitted by Jean Souter on March 28, 2016.