

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

The meeting began at 7:10 PM. Present: Anne Bower, Betsy Rhodes, Betsy Siebeck, Jean Souter, and Cory Smith, Librarian.

Absent: Carole Brown, Tessa Westbrook

Anne Bower opened the meeting and the agenda was reviewed and adopted. The minutes from the June 20th meeting were amended and unanimously accepted. Jean agreed to file the final minutes.

REPORTS

Librarian: Cory presented her report (attached). Final logistic decisions were made regarding the upcoming Moth program on Friday, August 19th. Cory bought 5 hours of IT time from McGee Office Supplies, and used one hour to have the new computers connected to the scanner. Anne will write a thank you note to Bob Crean for his help setting up Windows 10 on the new computers.

Buildings & Grounds: Betsy Rhodes reported that checking the radon levels is an ongoing process. Maintaining good levels is dependent on a monthly filter change. Replacing the dark lilac bush was discussed. Depending on availability, Betsy will purchase and plant it either this fall or next spring. She and Cory will determine its placement on the property. The three new attic screens have been put in. She also pulled two poison parsnip plants from the property (good news), and a whole truckload from the parking area across the street.

Treasurer: Betsy Siebeck reported that Vanguard requires us to switch our money market account from a *Prime* to a *Federal* account because we are a municipality. She will take care of it. John Moore, who also helps the town with funds, has advised Betsy that we should reduce the amount of money in our money market account and open up a Vanguard Balanced Index Fund for the rest. It was decided that we will keep \$5-\$10,000 in the money market as our reserve for the roof maintenance, and the rest will be put in the VBIX. The board approved that Betsy S. have a consultation with the town accountant to sort out bookkeeping questions.

Chair: The 3rd Little Library was installed at the North Pomfret Church by Jim Rose and Anne. Finnie Trimpi is willing to create a framed donor thank you plaque to be placed in the library. The plaque designating Abbott Library as being on the National Register of Historic Places will be put up this week on the outside of the building. Jim Rose and Anne will hang it.

OLD BUSINESS

Long Range Plan: A few Pomfret residents have been asked to be on this committee. Joanna Long has agreed. We are still waiting to hear about others.

Loan Agreements & insurance on artwork at Woodstock Historical Society:

Anne checked our files for what artwork we are holding at the library. The inventory list needs to be read through thoroughly and checked to see what we are holding and what may be held at the Pomfret Historical Society and on loan to the Woodstock Historical Society. Jean agreed to do this and she will ask Tessa to help. Betsy R. also offered services come December if we are not done by then. Alan Graham will also be contacted. We will formalize what we have and make sure artwork is insured, if needed.

NEW BUSINESS

From Trustees' Calendar: The furnace annual maintenance and heating oil contracts take place through the town, so will be taken off our calendar. The furnace gets its maintenance in April.

Plan celebration for roof restoration project: After a discussion, the board decided that the celebration would be on Saturday, September 24 from 4:30 to 6pm. It will be a wine and cheese reception with a special thank you to the donors. The old tiles will be given to anyone who wants one (or more). Along with the donors, the select board, the historic preservation people, the contractors, and the general public will be invited to attend. The old tiles will have to be removed from the grange and moved to the library property sometime during the week before the reception.

The meeting adjourned at 8:58 pm.

The next Board of Trustee Meeting will take place at the library at 7 PM on Monday, September 19, 2016.

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