

MINUTES OF ABBOTT MEMORIAL LIBRARY TRUSTEES' MEETING APR. 17, 2017

The meeting began at 7:05 p.m.

Present: Anne Bower, Betsy Rhodes, Betsy Siebeck, and Jennifer Gubbins.

Absent: Tessa Westbrook, Cory Smith, Jeannie Souter

Accepted minutes from the January 2017 meeting

**Reports:**

Librarian—Cory left letter reporting that the state is encouraging all libraries to move to the use of one catalog system in order to be consistent. We currently use a system called Library World. The state will help with the “migration” costs and pay for the first year’s subscription. Cory is supportive of this move. Board members present at the meeting approved this switch.

Building and Grounds—Betsy R. - Radon readings continue to be acceptable. Betsy has a “to do” list of items now that spring is arriving:

\*Peeling paint on the walls downstairs - waiting for estimate and time frame. It is recommended that we put moisture sealant under the paint. The paint was tested for lead and is lead free.

\*Window repairs, caulking, etc. Window repair assistance will come from Jim Rose.

\*Replacement lilac for the one that was destroyed over the winter

\*Betsy started grounds clean-up

\*Step sealant is due to be applied (every 5 years) – Betsy is contacting John Barnes about this.

We also discussed the front walk way and drainage ideas. We decided that material wise/height wise, all is good. The right side of the wall just behind the pillar entering the library has mortar that is needing attention. Betsy is working on this.

Treasurer—Betsy S. said little was new. She and Ellen are working to get everything in sync before year end. Betsy S will start year end process in May so board decide how much money needs to be moved into reserves.

Development—Tessa absent.

Community Liaison—Anne reported that she and Jeannie met with Cory for her annual review- all is great!

Chair— Anne talked about the left over tiles from the roof. Artistree is interested in using them to create a sculpture that can be located on the library grounds. Anne will follow up with Artistree.

**Old Business:**

We'd talked about the Winter Speakers Series and Librarian Evaluation already (see above); the updating of records, etc. re art and artifacts in Library has to await return of Jeannie and Tessa.

Re website redesign: Anne has emailed with Geraldine Fowler who is willing to work on our website redesign (creating a site that is more user friendly for Library staff and trustees to edit). After discussion, Anne agreed to contact Geraldine about meeting with her and Cory in a couple of weeks. Meanwhile, Cory will research other libraries' websites she thinks could serve as good models.

**New Business:**

Covered Bridges Half Marathon – June 4<sup>th</sup> - we need four/five people to volunteer in whatever capacity needed. Anne and Betsy R. volunteered. Cory and Sue Heston will probably volunteer, Betsy S. not sure. We will check with Jeannie. Jenn will be running and thinking Tessa will be as well so will check.

We reviewed policies and procedures. Anne is updating information on safety procedures and will redistribute. All other policies and procedures were reviewed and accepted. Anne will resend them via email with new headers (Re-approved April 2017) so we can be secure in our record keeping.

Trustee letterhead needs to be updated.

Long range plan is done!!

Date of next meeting remains at May 15, 2017.

Meeting adjourned at 8:15.

Respectfully,

Jennifer Gubbins