

## Minutes of Abbott Memorial Library Trustees Meeting, March 19, 2018

Present: Anne Bower, Nancy Merrill, Betsy Rhodes, Tessa Westbrook. Absent: Jenn Gubbins, Jeannie Souter, and Librarian Cory Smith.

The meeting began at 7:10 with approval of the agenda and approval of the minutes with one spelling correction.

**Librarian Report:** Cory provided a Librarian's report which will be filed with these minutes.

**Building & Grounds Report:** Betsy reported that she is researching terrazo floor refinishing methods and that the radon level seems to be improved since the sealing and painting of the basement.

**Treasurer's Report:** We welcomed Nancy Merrill to our Trustees' group and she spoke of her pleasure in assuming the work, especially with such good support and help from outgoing Treasurer, Betsy Siebeck. Nancy finds the narrative the Betsy S. provided very useful and feels the system we have will work out fine.

**Development:** Tessa reported that donations are still trickling in and she is able to take care of thank you notes for these gifts.

**Chair:** Anne reported that she'll look at the current Vermont Reads book and let everyone know if she recommends us trying for another Vermont Reads grant/program, although if we were to do that, she suggests we see about different kinds of programming.

### Old Business

Website: Anne will ask Cory for an update; we all hope the new website will be "up" soon.

Plan for last program in Winter Speakers Series-Weatherize Pomfret. Anne will ask Norwood if help is needed with set-up or refreshments and let everyone know if we need to assist or if Norwood has it covered.

### New Business

From March Trustees' Calendar:

Town Meeting: funds appropriation and election of new trustees---DONE

Election of Board officers and assignment of responsibilities—we agreed we're all happy with things as they are.

New Trustee orientation—DONE

Ensure fire extinguishers are inspected, smoke detectors inspected and batteries replace if needed—Done or in process.

Update signature authority on bank and investment accounts—Anne and Nancy taking care of this.

Update of page one of Safety Procedures—Anne will do and distribute to all.

### Other

Anne will ask Cory if she can leave a message on the Library phone from home in case bad weather (or something else) causes a Library closing during regular Library hours.

We discussed holding a celebration to honor Betsy Siebeck's 15 years of service to the Library as Treasurer-Trustee. Possibly in April; if not, in May. Anne will discuss with Betsy and Cory.

Meeting adjourned at 7:50.

Next Trustees Meeting: April 16<sup>th</sup>, 2018.