

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES *draft* MINUTES
May 21, 2018 Meeting**

The meeting began at 7:10 PM. Present: Anne Bower, Jenn Gubbins, Nancy Merrill, Jean Souter, Tessa Westbrook, and Cory Smith, Librarian.

Absent: Betsy Rhodes

Anne Bower opened the meeting and the agenda was reviewed and adopted. The minutes from the April meeting were accepted and will be filed.

REPORTS

Librarian: Cory reported that about 15-20 people attended the invasive plants meeting on April 26. Alan Graham and Betsy Rhodes led the discussion.

Betsy Siebeck's party on May 12th honoring her years of service to the library was successful with a number of community members attending. Anne received a very appreciative email from Betsy S. after the party.

Cory has moved on to the children's room, barcoding chapter books with regard to the online cataloging project. Picture books are next. The website that Marie Cole has worked on with Cory is up and running. Cory reported that it is easy to use. There are a few minor changes that need to be made (adding Nancy M.'s name, removing Betsy S. and changing date to 2018). Marie's bill has been sent.

Building and Grounds: no report. Betsy is away.

Treasurer: Nancy will be working on the year end budget.

Development: Tessa said a few more annual appeal checks have come in and she has written the thank you notes.

Sunday, June 3, is the Covered Bridges Half Marathon and we will be getting \$500 for our volunteer work as part of the road crew management.

Community Outreach: Jeannie contacted Kevin Rice about the possibility of holding an Abbott yard sale during the ox pull or pancake breakfast, and giving the proceeds to the fire department. He was very enthusiastic and loves the idea of community involvement. The board agreed that the yard sale should be from 9-12 am on the day of the ox pull on August 5. Cory will make a sign. Nancy will provide change. There will be a free pile afterward unless personal items are specifically marked.

Chair: Anne met with Fiona Davis (artist) and Ben from Artistree about the "fairy house" project. They are very enthusiastic and want to do it as a family event on June 23 from 10-1 o'clock at Artistree. They will set it up and advertise. We will provide some snacks.

Dan Maxham, who mowed last year, agreed to mow again this year as an in kind service.

Anne met with Steve Thomas (art & antiques appraiser) regarding our art and artifacts. Some of our appraisals from 2004 are too high, so we do not have to change our insurance. He suggested we attach some legible labels to the art hanging in the library as they are unreadable now. Jenn will look into doing this. He said the paintings are pretty clean given their age. Anne also followed up on the chair. She took pictures and sent them to a friend at the Woodstock Historical Society. She has not heard back yet.

OLD BUSINESS

See reports above.

NEW BUSINESS

From the April Trustees' Calendar:

Cory will call Peter Gebhardt to install the window screens.

We are making progress reviewing the Long Range Plan.

The Operating Policies are all set. Anne will make a few adjustments and send to board members for re-approval.

Anne and Nancy will review the Investments and Investment Policy.

Nancy has reviewed the manner of paying bills.

As stated above, Nancy is working on the Year-end Budgetary status

The meeting adjourned at 8:00 PM.

The next Board of Trustees Meeting will take place at 7 PM on Monday, June 18, 2018.

Respectfully submitted,
Jean Souter