

**ABBOTT MEMORIAL LIBRARY  
BOARD OF TRUSTEES *draft* MINUTES  
October 15, 2018 Meeting**

The meeting began at 7:10 PM. Present: Anne Bower, Betsy Rhodes, Nancy Merrill, Tessa Westbrook, and Jean Souter.  
Absent: Jenn Gubbins, Cory Smith, Librarian  
The agenda was reviewed and adopted. The minutes from September were approved.

**REPORTS**

**Librarian:** Cory is away on vacation, but sent a reminder email regarding the upcoming Halloween party on October 25<sup>th</sup>. Beside posters and web announcement done by JoAnne, Anne will put info on the Pomfret listserv and The Front Porch.

**Building and Grounds:** The radon levels are fine.

Betsy and Cory cleaned up the border and removed two loads of brush, vines, and weeds. They also worked on the basement. Most books have been reshelfed or boxed up for future sales. Betsy reworked and painted shelves from her home and created a sturdy place for the children's books in the basement. The extra roof tiles can now be reached easily and are ready to be inventoried this winter. The basement is clean and organized, and ready for the upcoming Halloween party.

Betsy met with Alan Graham concerning a few building issues. They discovered that the slight drip from the pipe in the basement is from the flushing toilet. Betsy caulked and painted the pipe. So far it is holding. She will place a call to Ottauquechee Plumbing at some point to ask about the integrity of the cast iron pipes. Alan said that the flaking of the concrete particles in the front corner of the bookroom was not due to animals. It's probably crumbling mortar due to its age and southern exposure. He suggested calling a stone mason, possibly John Barnes for his opinion. It may need to be repointed. He also confirmed that there are bats in the attic, but do not need to be removed. Their guano will be cleaned up with a shop vac wearing respiratory masks and special vac bags. Betsy and Cory will do this in November. Nancy suggested we have a bat house project in the spring, placing them around the property.

While up in the attic, they found a puddle of water under the toilet vent pipe. It seems that the flashing around the vent pipe needs to be repaired/sealed. Since the pipe is surrounded by roof tiles, it was suggested that Betsy contact Mr. Sbardella, our roof tile man from Fair Haven, to ask how this reflashing might be done.

Also in the attic, under piles of extra siding and Tyvek, Alan and Betsy found an old sign that is not listed in our artifacts collection. It is approximately an 8' x4' wooden sign with 1794 and G. Winslow Hotel printed on it. Alan took pictures and will do some research on it. Looking at all the paintings hanging in the library, he urged that we replace the old name cards on them. Anne will take care of this. It was suggested that a record of the library's artifacts not only be held at the Abbott, but also in the Town Offices.

Walking around the outside of the library Alan and Betsy discovered some of the window trim and one sill is starting to rot. This will need to be addressed in the future.

Dead River is scheduled to come February 5<sup>th</sup> to do 2018 furnace maintenance. It will get back on the original schedule and do 2019 maintenance in May.

The dehumidifier in the basement will be cleaned and filter replaced in November or December.

The last window (on the way to the basement) to have its stop repaired could not be fixed, so it is closed and locked for now. It may be looked at again in the spring.

Jane Metcalf, who has done our garden for awhile, would like to do an overhaul and expand it. Betsy thanked her for volunteering and her expertise. Anne will invite her to come to our January meeting to talk about her ideas.

**Treasurer:** Nancy presented her report. (attached to minutes). We also reviewed the preliminary coming year operating budget. Nancy will continue to work on it with the board's and Librarian's input.

**Development:** Tessa has been working on updates of the annual appeal list of names and addresses. She will be drafting a letter soon and sending it to the board members via email for additions, corrections, and/or suggestions. A tentative date for stuffing and addressing letters was set for Saturday morning at 9 on November 10<sup>th</sup>.

Tessa got a gift card at *Michael's* for Mimi Eastman and sent it along with a thank you note for the painting of The Abbott.

**Community Outreach:** Jenn could not be at the meeting. The Winter Speaker Series is coming along. Betsy suggested asking two local women to do a presentation on their recent walk on the El Camino. They spoke at Norman Williams and it was well received.

**Chair:** Anne went over Old Business briefly since most of it was covered during reports.

**OLD BUSINESS**

\*Halloween party-discussed under Librarian's report

\*Terrazzo floor maintenance – on hold for now

\*Basement reorganization-done-discussed under Buildings and Grounds report

\*New note cards-will be ordered; framed original painting-Tessa will work on both of these

***NEW BUSINESS***

**From Trustees' Calendar:**

\*Annual review of 3 year capital budget for longterm needs-Betsy typed up a draft of the current capital budget through 2020 and a proposed budget projected for 2019-2021. This was based on past and recent evaluations of the building.

\*Fund raising letter-Tessa is working on it

\*Review list of potential donors-done

\*Begin planning Winter Speaker Series-started in August and September meetings

\*Storm windows- Peter Gebhardt will take care of this

\*Draft budget for Town Meeting-will be worked on by Anne and Nancy

\*Review preliminary coming year operating budget- done-see Treasurer's report

\*Other: Kathleen Dolan and Mark Van Gulden from Artistree, and George Turner, architect, presented plans for Teago Store in two stages, and how the plans may impact The Abbott Library and Library Street.

The meeting adjourned at 9:10 PM.

The next Board of Trustees Meeting will take place at 7 PM at the library on Monday, November 19, 2018.

Respectfully submitted,  
Jean Souter