

**ABBOTT MEMORIAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
September 17, 2018 Meeting**

The meeting began at 7:07 PM. Present: Anne Bower, Betsy Rhodes, Tessa Westbrook, Jean Souter, and Cory Smith, Librarian.  
Absent: Jenn Gubbins, Nancy Merrill  
The agenda was reviewed and adopted. The corrected minutes from August were approved.

**REPORTS**

**Librarian:** Cory presented her written librarian's report. (See attached)

She will be going on vacation from October 9-October 23 and has arranged for coverage.

We discussed the upcoming Halloween party on October 25, and passed around a refreshments and helpers sign up sheet.

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

Betsy and Cory walked the border and made a plan for plant cleanup and/or removal. They also worked on the basement reorganization. The storm windows have been moved up to the attic until they're needed. They also gave away unwanted materials through the listserv (hoses, 4 pallets, and a pegboard) which cleared needed space in the basement. A small amount of concrete particles have been rediscovered in the front corner of the book room since the basement has been repainted and sealed. It doesn't seem to be an issue, but Betsy was curious to why they are there. She will ask Alan Graham's opinion about this along with his ideas regarding the bats in the attic. Also in the basement, Betsy made shelves for paint and other maintenance items. She is looking for a deeper and more solid three or four level shelving unit for books being held there.

**Treasurer:** Nancy was unable to be at the meeting.

**Development:** Tessa spoke with Mimi Eastman about compensation for the painting she did of the library. She did not want anything, so the board decided to give her a gift certificate to thank her for her work. Tessa will come up with some appropriate ideas and share through email before she makes a purchase. It was also decided to crop the card that was made from the painting to a smaller standard size. Tessa will work on this, hoping to print the name of the library on the front and the artist's recognition on the back. She will have 500 cards printed. It was also decided that the original painting should be framed and hung in the library. Tessa will also deal with this.

**Community Outreach:** Jenn could not be at the meeting but Anne and Jenn have talked a bit about the "Love Your Library" program in February. The original idea has morphed into a small group discussion and story telling about the influence libraries have had on us. Another *Moth* will be planned for one of the winter series programs since they have become quite popular and fun! We brainstormed other ideas for winter programming. Cory suggested "Internet Safety". She'll check with the state to see if anyone would be available. Anne suggested reaching out to Meg Brazill, the tech person at Norman Williams. We also thought having a "Share Your Garden Tips" program would be well received during the winter months as so many of us are starting to think about seeds and garden preparation.

**Chair:** Anne expressed her appreciation for how well the board is working together.

**OLD BUSINESS**

Progress of basement reorganization was discussed under Building and Grounds.  
Anne and Betsy will inventory the extra roof tiles this winter.  
Terrazzo floor questions- Betsy will research more on this over the winter.

**NEW BUSINESS**

We went over the File Retention Policy from March 2016. No changes were made so it was re-approved. Anne suggested we all review and purge our library records that are no longer needed.

Other: A discussion was held regarding the health and maintenance of the septic system's iron pipes within the library. At some point we would like to have an assessment of them by someone who is an expert in the field.

The meeting adjourned at 8:05 PM.

The next Board of Trustees Meeting will take place at 7 PM at the library on Monday, October 15, 2018.

Respectfully submitted,  
Jean Souter