

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEE MINUTES
JULY 21, 2014 MEETING**

The meeting began at 7:10 PM. Present: Anne Bower, Carole Brown, Emily Harrington, Betsy Rhodes, Jenny Satterfield, Betsy Siebeck, and Cory Smith, Librarian.

The agenda was adopted and the minutes from the June 17th regular Board meeting were unanimously accepted. Betsy Rhodes agreed to file the final copy.

REPORTS

Librarian: Cory shared that the summer reading program is underway, with kids participating in craft programs and science projects. Carol has been helping for which Cory is grateful. The Library also hosted a Vermont Reads final gathering on July 1st to wrap-up the program. Participants had a good time and appreciated the opportunity for closure. Copies of the Vermont Reads book, “Wonder,” on loan to the Library have been returned. Cory has built her proposed loom to be used to create a woven piece that will gage how many books are read in Pomfret this summer; each time an individual reads a book, they can now weave something from the outdoors to add to the piece. And finally, Cory has been in touch with Mark Binder to plan a “Moth” storytelling program, since it was not included in the Bookstock calendar of events. The tentative date is Friday, August 22nd. Cory will follow-up with Mark to confirm the date and help coordinate the program.

Buildings & Grounds: Anne gave an update on the crestring tile project. She has been attempting to gather estimates for the work to be done and is optimistic about Gerard Leone’s ability to remove the cement from the old tiles without breaking them, which should help reduce costs if many of the original tiles can be re-used. Fundraising for the project was then considered and the Board unanimously approved the working committee’s desire to publicize the project while outreaching to individuals for support. And, since the historic preservation grant being pursued is one that reimburses expenses, the Board also unanimously approved the temporary use of the Library’s reserves for the project if necessary. Meanwhile, Chuck Gundersen, owner of Teago General Store, has agreed to donate half of all coffee sales on Thursdays to the Library for the project, for which everyone present was incredibly thankful. Publicity materials and visual measurements of fundraising progress were then discussed. Anne shared a draft poster, which was approved for distribution with minor layout changes that she would like to make. Artistree has generously agreed to donate color copies of the poster, which is greatly appreciated. Anne also will explore her visual gage ideas with Artistree and design a way to mark fundraising progress, like a large thermometer displayed in the Library, maybe having a figure carrying a crestring tile upward as funds are raised. Next Anne reported on the status of the front walkway replacement. To address the immediate safety issue, she is working with Selectboard member Michael Reese to have the Town remove the old walkway as soon as possible and replace it with hard pack, until a more permanent solution can be found. A discussion of the new walkway followed. Anne will work to coordinate all the people involved, and recommended materials and a detailed procedure will be requested from those submitting bids to do the work.

Treasurer: Betsy S. reported that she has successfully updated her parallel accounting software, so there is no need for new software to be purchased at this time and no budget necessary for this item as previously discussed. She also gave an update on her investment research to date. Discussion followed and it was determined that no legal action is necessary to combine Library funds, as long as interest and principle are tracked for each individual fund. The Board unanimously agreed to move forward with the investment strategy without probate. Betsy S. will contact the Library’s investment advisor, Eric Werner, and ask him to attend the next Board meeting to further discuss investment options. Finally, a budget report was distributed and the Library’s year-to-date finances discussed. Betsy will continue to work with the Town Treasurer to close out the fiscal year as of June 30th and to try and have the Town’s Library appropriation made closer to July 1st, instead of toward the end of July as previously discussed with the Town Treasurer. For the time being, the Library is in good shape and has the means to operate until the appropriation is received.

Community Liaison: Carole had nothing further to report.

Development: Emily had nothing further to report.

Chair: Jenny felt that her issues of concern had been previously discussed or would be covered later in the meeting.

OLD BUSINESS

All of the items listed on the agenda under old business (cresting tiles, investments, summer programs and front walk) were previously discussed as people gave their reports earlier during the meeting, and no one had anything further to add.

NEW BUSINESS

Changes to open meeting law: Jenny reported that she participated in a Vermont Department of Libraries webinar that covered the 2014 changes to the open meeting law and requirements that library trustees should be considering. All of the information provided is available online at the State website. Discussion of the changes followed and existing procedures were reviewed. The Board determined that no major changes to existing procedures will be necessary, except that agendas need to be posted in three public places prior to meetings and draft minutes need to be posted on the Town website within five days after a meeting. Otherwise, regular Board business will continue to be conducted as it has been, with all discussion and decision making taking place during official meetings. Materials, without commentary, may be distributed to Board members for informational purposes only. A few questions concerning executive session were also discussed and Jenny agreed to get clarification from the Vermont Department of Libraries about when it is appropriate to hold an executive session. She also agreed to post agendas, and Betsy R. will send meeting minutes, both draft and final, to the Selectboard Clerk (currently Michael Reese) to post on the Town website.

OTHER BUSINESS

Plants/garden: Anne wanted to make sure that people realized Dale Harrington has been donating annuals from his greenhouse for the Library garden, and Jane Metcalf has been planting them. Discussion of tracking in-kind donations followed, and Betsy R. reported that she sent a thank you note to Jane recently and would now send one to Dale as well, expressing the Library's sincere appreciation for his gift.

Meeting adjourned at approximately 8:45 PM.

Next Board of Trustee Meeting will take place at the Library at 7 PM on Monday, August 18, 2014.

July 21st Minutes respectfully submitted by Betsy Rhodes on July 25, 2014.