

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
November 19, 2018 Meeting**

The meeting began at 7:10PM. Present: Anne Bower, Betsy Rhodes, Nancy Merrill, Tessa Westbrook, Cory Smith (Librarian)

Absent: Jean Souter

The agenda was reviewed and adopted. The minutes from October were approved.

REPORTS

Librarian: Cory is noticing fewer children due to the closure of The Prosper Valley School. The Halloween party was really fun. Finnie Trimpi's RAK PACK had 3 participants in October and zero in November. Lantern making and walk has been scheduled for Tuesday, December 4. A stray kitten was rescued and brought to the library. The kitten was adopted that same evening. Ron Waters is interested in painting the lettering above the front entry; he suggested gold. The Board approved but thought they might prefer the same green color as the trim. We will contact Ron, thank him, accept his offer, and discuss color options. Betsy will call him. An artist proposed displaying his work in the library. The Board and Cory decided our space is inadequate for an exhibit.

Buildings & Grounds: The radon level was 3.6, which is acceptable. Eldon Thompson of Ottawaquechee Plumbing said the cast iron pipes look fine. The leak is only in the seal of the toilet, and the repair has been scheduled. Another matter concerned water on the floor in the basement due to turning the outdoor spigot off for the winter. Cory and Betsy will review the water shut-off instructions. The crumbling mortar from the south-facing front porch wall, which was discovered in the basement, will be addressed after Thanksgiving. On November 27th, vacuuming of bat guano in the attic will be done. Anne and Betsy will then do the tile inventory and store them in the attic. The outside sill of the basement window on the north side closest to Library Street needs replacing. Anne will speak with Jim about helping with the repair. Jane Metcalf will go on the next agenda for garden improvements. The rug in the children's room might need cleaning; Betsy will research this. Shoveling the walk on Saturday mornings may become an issue if there has been a large amount of snow fall the Friday before when we are closed. Board members and staff will cover this when possible, but we may need to hire someone locally within the village to help with this job.

Treasurer: Nancy called Vanguard to ask them to send quarterly statements. She will make a spreadsheet of Vanguard investments. Nancy also reported that the Selectboard wants us to level fund the budget. She is preparing a draft budget and will go over the numbers with the Board to try to find a way to reach level funding.

Development: Annual Appeal is done for 2018. All agree that we will do thank you notes as we have done in the past.

Community Outreach: Winter Speaker Series--The winter Moth will be in March; Betsy will contact Mark Binder. Laura Foley and Clara Gimenez will do a presentation about their El Camino trip and include poetry. They would like to present in January. Anne will call Laura and schedule the event. February is 'Love Your Library' month, and an event will be developed to celebrate it.

Chair: Narrative for the Town Report was reviewed by the board. Anne will retype and send a final draft. Suggestions for a new trustee were discussed and Anne will reach out to Tina Clifford to find out if she would serve.

Anne will host the December meeting at her house December 17th at 6pm.

The meeting adjourned at 9:10PM.

Submitted by,
Tessa Westbrook