

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

The meeting was held at Anne Bower's house in S. Pomfret. It began at 6:15 PM.

Present: Anne Bower, Betsy Rhodes, Nancy Merrill, Tessa Westbrook, Jean Souter, Tina Clifford (our new trustee), and Cory Smith, Librarian. Guest Sue Heston was also present.

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

REPORTS

Librarian: Cory presented her report which will be attached to these minutes.

Building and Grounds: The radon levels are fine.

John Barnes checked out the crumbling particles in the basement and near the south side of the porch. He determined they were sand particles from moisture in the old mortar. He will fill in and seal the porch mortar in the spring at an estimated cost of \$300-500.

Betsy vacuumed the bat guano in the attic as gently as possible since there is a healthy population of bats wintering there. She repaired a large hole under the dormer with hardware cloth. Nancy suggested that building bat houses for the future might be a good community event to host. The attic is now clear enough for the leftover cresting tiles to reside. It was suggested that pieces of Tyvek be used to cover them and Tessa thought she had some to donate. Anne and Betsy will take inventory of the tiles on Thursday, December 20th.

The slate roof was repaired with a new flange and flashing where there was leaking around the stack. It had to be fabricated with copper and newly caulked. The charge was higher than we had anticipated, but it had to be done thoroughly and professionally by Mr. Sbardella. Ron Waters offered at no charge to repaint the library lettering above the front entry. Betsy was able to talk to Mary Waters and express our appreciation. The color will be determined after speaking directly with Ron.

Treasurer: Nancy reported that the budget is complete, and the footnotes will be worked on for the town report. Betsy and Nancy will get together to work on the investment report that also goes into the town report.

Development: Tessa picked up the new notecards from Anything Printed. Everyone loved them. There was a question as to whether we could sell the notes in packets, but we would have to ask the artist first. She also ordered envelopes, so thank you notes will be ready to be written after the holidays. Like previous years, the materials will be in the library for trustees to pick up.

Tessa felt that we were getting a good response from the annual appeal letter.

Community Outreach: The Winter Speaker Series is almost all set. The El Camino speakers will be on January 7. "Love Your Library" will be on February 24. It's a sharing stories event that needs to be fine tuned. Anne and Tina will work on this. Mark Binder is willing to host the "Moth" event once more. It will be on a Friday in March-the 15th, 22nd, or 29th. Betsy will check with Mark on the best date. Alan Graham spoke to Betsy about holding another "Pomfret Invasive Plant" forum in April. We will plan on it.

Chair: Anne made text cards to go with the paintings in the library. She will laminate them before hanging them.

OLD BUSINESS

There was a discussion on cleaning the rug in the children's room. Betsy will have more information at our next meeting. All the other old business was covered in the reports

NEW BUSINESS

From Trustees' Calendar:

Submit updated financial data to Town Auditors- Nancy will take care of this.

The meeting adjourned at 7:22 PM.

The next Board of Trustees Meeting will take place at 7 PM at the library on Monday, January 21, 2019.

Respectfully submitted,
Jean Souter