

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
January 21, 2019 Meeting**

The meeting began at 7:10 PM.

Present: Anne Bower, Betsy Rhodes, Nancy Merrill, Tessa Westbrook, Jean Souter, Tina Clifford, and Cory Smith, Librarian.

Guest Jane Metcalf came to speak about the garden.

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

REPORTS

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

The "Hiking El Camino" program was so well attended that the old wooden chairs were needed. A discussion took place as to whether these chairs should be replaced as they are quite rickety. Anne will price the cost of six of them at BJ's.

January is National Mentoring Month. Bob Coates asked to put a display in the library as he is the new director of Windsor County Partners.

Cataloging books continues. Cory and Sue are well into the children's room.

Cory passed around a refreshments donation list for the upcoming Valentine's party on February 12 from 3-5 PM.

Building and Grounds: The radon levels in the basement were up a bit. Betsy will be ordering new air filters soon.

The leftover cresting tiles were inventoried by Betsy and Anne, and moved to the attic. They are covered with a Tyvec like material donated by the Westbrooks.

Betsy will make a list of what's left in the attic. Once done, we need to decide what we want to keep, and what needs to be recycled, trashed or given away.

The furnace maintenance was done the first week of January. Dead River will be back on the regular schedule for spring cleaning.

Betsy asked Jim Rose to take a look at the basement sill that is rotting. The frame and sill need to be replaced so Betsy will be looking into finding a carpenter to do this work.

Treasurer: Nancy passed out copies of the final Treasurer's Report that was sent to the town. With Betsy's help she was able to fit it on one page including footnotes. We discussed the billing cycle of Green Mountain Power and Nancy will readjust the payment schedule to be paid in the month that the bill arrives. The change will be footnoted in the Annual Town Report. Nancy will be away in early February so Cory will submit the bills.

Development: Tessa is still getting checks from our Annual Appeal. Most of the thank you notes have been sent and she will finish up sending the rest. So far, we have brought in close to what we received last year. She continues to update the possible donor list. One thing that Tessa cannot take on is making a plan for long term planning. It's been on the back burner for a few years and she realized that she has no time for this project. Everyone understood, so it has been put aside for now.

Community Outreach: The Winter Speaker Series kicked off with the El Camino program on January 7th. We discussed the Love Your Library program to be held at the library on Sunday, February 24th at 3PM. Possible ideas would be hosting a discussion on how we were introduced or involved in libraries from childhood through present day. Cory would also be there to show patrons what the Abbott has to offer in terms of online resources. And it was suggested we take out the Pomfret jigsaw puzzle for people to work on. Tea and cookies will be provided. Tina and Anne will fine tune the program and work up an announcement.

The next "Moth" is set for Friday, March 22nd at 7PM at the library.

Tina will look into a program about making bat houses. She will contact VINS and/or Alan Graham. She will also contact Heather Durkel about presenting her Appalachian Trail hike.

Chair: Anne made and laminated the text cards to go with the paintings in the library. Cory will hang them.

Will Coates has offered to mow the library lawn as his community service project in scouting. Anne will email Bob Coates (his dad) and Will to thank them for mowing. She will also thank and let Dan Maxham know (who has mowed as a volunteer in the past) that his services are no longer needed.

OLD BUSINESS

Rug Cleaning: Betsy found out that it's best to vacuum front and back of rug and avoid steam cleaning. If there's a serious spot, use a mild detergent to clean. This was presented mainly because Cory wanted to know how to properly take care of

the wool rug.

NEW BUSINESS

Jane Metcalf presented her general plans to the board about a possible garden renovation and extension to the right side of the steps. Presently she volunteers to maintain the garden, and would like to make it more appealing with low maintenance perennials and shrubs, with accent annuals. A discussion followed regarding the shadier right side with a possible sculpture and access to the spigot. Jane will need help revamping the present garden and creating the new space. We decided it would be a learning opportunity for volunteers, like a workshop on gardening, probably taking place over two days in late April or early May. Knowing more about the board's ideas and an approximate budget, Jane will continue to fine tune the plans. We all appreciate her willingness to take this on. Anne will write a follow up email to Jane.

From Trustees' Calendar:

Anne reported that we have completed or we are meeting our goals for the coming year. She will add the garden reno to the list.

A date was set for Anne and Tina to meet with Cory for the Annual Librarian review.

The meeting adjourned at 9:30 PM

The next Board of Trustees Meeting will take place at 7 PM at the library on Monday, February 25, 2019.

Respectfully submitted,
Jean Souter