

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEE MINUTES
SEPTEMBER 15, 2014 MEETING**

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

The agenda was adopted and the minutes from the July 21st Board meeting were unanimously accepted with the following revision: in the second to last sentence of the treasurer's report, "...toward the end of the year as it has been in the past" should be changed to "toward the end of July as previously discussed with the Town Treasurer." The August 18th Board meeting minutes also were unanimously accepted as drafted. Betsy Rhodes agreed to file the final copies at the Library and to ask the Town Clerk to please post the final versions in place of the drafts on the Town website.

Per the Library's calendar of tasks, the Board discussed the need to review and purge the Library records. It was agreed that Sue Heston should continue spearheading this initiative since she has been working on it for a while and would like to continue to do so. Betsy R. will touch base with her to determine whether she would like assistance.

REPORTS

Librarian: Cory distributed written updates on what has been happening at the Library in both August and September, copies of which are attached. She reported that circulation shot up in July, and the Library has been "nicely busy." The Vermont Reads program has wrapped up but the summer reading program is in full swing, with a field trip to the Montshire Science Museum as well as an ice cream social; thanks to Jenny and the Hestons for helping with that successful event. The Moth storytelling in August was also well attended and enjoyed by participants. A mother/daughter book group is still in the works and planned for this fall, and Artistree soon will start holding classes at the Library. Cory went on to report that a Pomfret high school student would like to do an Eagle Scout service project at the Library. She has talked with him about helping with the planted borders around the Library, creating a walkway between the Library and Artistree, and building a community bookshelf as part of the "Little Free Library" initiative, and wondered if the Board thought these were good ideas and whether there were others to consider. Discussion followed and it was agreed that these were great project ideas to pursue. Speaking of the borders, Cory asked if Betsy R. would be willing to meet and talk with her about them; they agreed to come up with a time to meet this fall.

Buildings & Grounds: Anne gave an update on the status of the front walkway. Discussion followed and it was agreed that the temporary walkway is working surprisingly well and no action on the permanent one should be taken until Artistree finishes its parking lot and driveway next door. It was also determined that the pallets should be used again this winter to deal with the wet dip that forms at the end of the walkway closest to the road. Speaking of Artistree's parking lot and drive, prompted a discussion about possible overflow parking for Library events at Artistree if they were not holding events of their own at the same time; it was agreed that we should talk with Artistree about providing overflow parking for one another's large events. Anne then reported on the national registry status and cresting tile project. She intends to contact the two people helping with the registry application and with the cresting tile committee about the grant application due in October and other fundraising ideas, one of which is a dinner and art auction to be held at Cloudland Farm. The Board agreed that this is a fabulous idea and Anne will look into it. A brief discussion followed about still having the Library reserves available if needed to kick start the project; it was agreed that having these funds easily accessible will be part of the investment strategy. Earlier during the meeting, Anne also reported that the first coffee sale proceeds had been received from Teago for which everyone was grateful. And, the screens will have to be replaced with storm windows soon. Cory reported that Peter Gebhardt has volunteered to do this. Finally, she reported that there are contracts through the Town to have the furnace serviced and fuel oil delivered, so those two things will happen automatically.

Treasurer: Betsy S. reported that the Library's trial balance at this point matches the Town's records in NEMRC except for one payroll discrepancy that is easily traced. The Town Treasurer will sort out the allocation and then our books will match hers exactly. She is still working with the municipal software company (NEMRC) to determine how best to incorporate the Library funds into the Town system. Betsy S. is confident it will get done and done well. She went on to describe differences in the budget process since the Town has moved from a calendar to a July 1 fiscal year; in some ways it will be easier and in others more challenging; she just wanted members of the Board to start thinking about it. Finally, she and Betsy R. met with the Library's Morgan Stanley financial advisor, Eric Werner, to discuss the Library investments, which the Board will further consider under old business.

Community Liaison: Jenny shared that Carole intends to touch base with Cory about community outreach as soon as her unexpected out of town guests depart.

Development: Jenny reported that, despite the recent arrival of her second child, Emmy would like to continue to participate on the Board. The next development activity is the annual appeal letter, and Jenny will touch base with Emmy to see how she would like to proceed; others present offered to work with her on it if she would prefer.

Chair: Jenny let the Board know that the Pomfret School has a new librarian. Her name is Nancy Farwell and she is in Pomfret two days a week and in Woodstock three. If the Library wishes to do joint projects with the School, Nancy is a good person with which to coordinate.

OLD BUSINESS

Cresting Tiles: Anne had a couple of additional points to share with Board. First, the Vermont Standard did a nice article on the cresting tile project, for which everyone was grateful. Second, she would like to find someone to build some sort of large gage (like a thermometer) to illustrate the success of the fundraising effort that can be displayed outside the Library. Discussion of various ideas followed and she agreed to speak with tile committee member Sherman Kent.

Investments: Betsy S. reported that she and Betsy R. had a positive meeting with Eric Werner to discuss the next steps necessary for the Library to reinvest its funds. Betsy R. explained that, as a result, the Board needs to determine what to invest in, the level of risk with which it is comfortable and, if it is determined that a small amount should be allocated for a socially responsible investment, in what cause would the Library like to invest. A lengthy discussion followed. Rather than “sustainable investing” with a firm like Sentinel that uses exclusionary criteria that the Board would have to defend, it was decided that the majority of the Library money should be invested in index funds, giving exposure to all markets with a moderate to conservative level of risk, and a small portion (roughly 5%) should be placed in a socially responsible investment about which the Board is passionate and the community is universally supportive, understanding that it may have a slightly higher level of risk. The Board would like to invest in the environment, either clean water or clean air. Betsy S. agreed to pass this information on to Eric and ask him to please select half a dozen funds from which the Board could choose one. During this discussion, imbedded fees, portfolio histories, desire to track individual funds, like Ira Abbott’s, and timetable were all considered. Betsy S. will share the Board’s decisions with Eric and keep this process moving forward. She also intends to talk with Eric about investing a portion of the Town’s appropriation on a short-term basis until it is needed for operating expenses, like she used to do with CDs when they had a better rate of return.

Front Walk: Anne had nothing further to report.

NEW BUSINESS

No new business was considered.

Meeting adjourned at approximately 8:40 PM.

Next Board of Trustee Meeting will take place at the Library at 7 PM on Monday, October 20, 2014.

September 15th Minutes respectfully submitted by Betsy Rhodes on September 20, 2014.

To: Trustees of the Abbott Memorial Library, Librarian's Report [August 18, 2014]

1. Circulation Statistics in June: 258. July: 356.

2. Patron Tally in June: 126; July: 263.

new patrons in June: 1; July: 1.

Computer use in June: 5 users/2.5 hours; July: 15 users/ 11 hours.

WiFi use recorded in June: 1 user/ .75 hours; July: 7 users/ 13.5 hours.

Volunteer hours for June: 20; July: 25 hours (desk coverage, library tasks, programs).

3. Programs in June/July:

Vermont Reads:

Final gathering for Wonder book discussion took place on July 1. It was a nice sharing of ideas and book suggestions between 2 teens and 6 adults. I submitted a final report to the Vermont Humanities Council along with some photographs taken by Sue Heston. Many thanks to Anne Bower, Jenny Satterfield and Sue Heston for their contributions to this successful series of programs.

Summer Reading Program:

Craft Day: 13 (10 children, 3 adults) joined us to make dream catchers and leaf/hand print t-shirts.

Fizz Boom Read: 7 (5 children, 2 adults) had fun with hands-on science projects.

Field Trip: 4 (2 children, 2 adults) enjoyed a trip to see "A T-Rex Named Sue" and other exhibits at the Montshire Museum.

4. Upcoming Programs:

A final ice cream social will be held on Thursday August 21 from 2- 4 pm to wrap up the Summer Reading Program. Hailey Heston will show slides of her trip to Africa with Gap Medics at 1pm, then we will enjoy a water balloon toss, weaving on the outdoor loom, hot fudge sundaes, and a chat about books.

Summer Moth Storytelling program is taking place on Friday August 22 at 7 pm.

5. Charlie Bollinger, a Pomfret high school student, asked if he could do his Eagle Scout project at the library. I suggested tending the library's two vegetative borders and building a "free little library" box. He plans to work on this project early next spring.

Cory

To: Trustees of the Abbott Memorial Library, Librarian's Report [September 15, 2014]

1. Circulation Statistics in August: 239 (last year: 243; in 2012: 310).

2. Patron Tally in August: 253 (last year: 282; in 2012: 216).

new patrons in August: 3.

Computer use in August: 14 users/ 14.5 hours (last year: 12 users/ 5.25 hours).

WiFi use recorded in August: 2 users/ 1.5 hours.

Volunteer hours for August: 20 hours (desk coverage, library tasks, programs).

3. Programs in August:

Ice Cream Social: 19 kids and grownups joined us for ice cream sundaes, water balloon toss, weaving on the outdoor loom and recognition of summer reading. Thanks to Jenny and the Hestons for their contributions.

Show & Tell: 11 people listened to Hailey Heston's experience in Tanzania this summer with the Gap Medics organization. Thank you Hailey!

Moth Storytelling: 45 people attended. Once again, it was a big success. Many thanks to Mark Binder.

4. Upcoming Programs:

Mother/Daughter Book Club (with Artistree) will begin later in the fall.

Artistree will be using the library this fall for a class once a week until their space is ready.

5. Charlie Bollinger, a Pomfret high school student, asked if he could do his Eagle Scout project at the library. I suggested that he tend the library's two vegetative borders, build a "little free library" box, and/or build a path between the library and Artistree. He plans to work on this project early next spring. Any thoughts?

Cory