Abbott Memorial Library
Board of Trustees Minutes [DRAFT]
Monday, November 16, 2026, 7pm

The November 16 meeting took place in-person at Abbott Memorial Library and on Zoom. It began at 7:10 pm.

In Attendance in Person: Jocelyn Randles, Jan Salstrom, Mary Worrell, and Heather Durkel

In Attendance on Zoom: Katie Brickner and Cory Smith

Absent: Jim Robinson

Jocelyn added the Code of Conduct to the agenda.

The November agenda was approved.

Cory requested an edit to the October meeting minutes.

Reports _____

Librarian: *Cory Smith*

- Since the last Trustee meeting, the Story Walk has been available to the public. There isn't a clear way to track how many people have participated. Heather will disassemble it.
- We also had drop-in Halloween games and crafts. Twelve people stopped by.
- There were 52 people in attendance at the Silver Circus, and the reviews were wonderful. It also appeared on the front page of The Standard.
- Ten people attended the book club meeting for *So Far Gone* by Jess Walter.
- The fiber and craft group will meet on Tuesday, November 17, and the book club will meet again on Tuesday December 1, discussing Robert Frost's poetry. The lantern walk is also coming up soon.
- From now on, there will no longer be a courier grant application. Libraries will still receive that federal funding, but the money will be given directly to the courier service as a credit. This credit will still pay for one half of our yearly courier service.
- Cory and Jenny wrote a draft Code of Conduct and would appreciate feedback and advice about how to proceed with adopting it.
- Now that mowing season is finished, Cory hopes the air filters can be changed if they haven't already.

Development: *Jan Salstrom*

- The appeal letters were signed and mailed on Saturday. Any that weren't finished then are close to ready. The total cost, including stamps, supplies, and printing came to $825.

Outreach: *Heather Durkel*

- Heather touched on the outreach for the Silver Circus and reiterated what a success the event was. Jocelyn suggested that in the future we might provide printed fliers at Artistree and on the desk at the library for people to take away with them.
- Heather will connect with Cory about outreach plans for the lantern walk.
- She will take down the Story Walk soon and hopes to do another in the spring.
- She suggested that, with the start of the new year, this might be an appropriate time for community outreach regarding the book club. Jan agreed that it might be nice for Cynthia Hewitt to mention it in her column in The Standard. Cory hesitates about being too proactive about outreach because of the limited space in the library. However, she agreed that we can put it on our website and post about it on the listserve. With that in mind, Jocelyn said maybe it would be better to limit the outreach to the website.
- Jocelyn asked whether Katie can ask Elizabeth Wellington to speak about *The Three Graces of Pearl Street*. We can either do a talk at the library for the book club or a larger public gathering at Artistree.

Treasurer: *Mary Worrell*

- Mary is working on the budget. She will send around an updated version and invites feedback. She discussed the restricted vs unrestricted funds. For reference, we've never spent all the interest in dividends we're receiving.
- We'll need to ask for more funding from the town because insurance has gone up significantly.
- Jan asked about why the heating bill hasn't changed significantly in the last few years. Mary explained that we've over budgeted in the past so even though our spending has increased, the budget line item has stayed basically the same. Our actual spending is likely to increase this year though.
- Jocelyn said that we raised $107 at the Silver Circus, which is good given that we didn't mention donations during the program. We should continue soliciting donations at future events.
- Heather asked if there were donations at ArtFest. Cory said we received $22 in donations and $22 in book sales that day.

Buildings & Grounds:

- Jan suggested that we might refresh the gravel and level the path on the walkway to address the gentle dip just beyond the culvert that causes an icy patch in the winter. Cory said this has been an issue for a long time, and that it has probably been 10-12 years since the path was refreshed. The group agreed that we'll need hardpack rather than loose gravel to avoid erosion and that this is a project we might take on in the spring.

Old Business_____

- Chimney Repair:
    - We discussed having Chimney Savers look at the chimney to see whether we need waterproofing and/or repointing.
- Site Survey:
    - Mary signed the contract for the site survey and asked Ellen to pay the deposit. We can expect the surveyors to come by before it snows.
- MuniciPay:
    - We're waiting for Ellen to provide a link or a QR code for the library to be able to use MuniciPay. Everyone agrees that this approach will be easier than creating a friends group.

New Business_____

- Winter Furniture Storage:
    - Jocelyn asked about outdoor furniture storage for the winter. Cory said the Adirondack chairs will move to the basement. We agreed to put the table on short boards to protect the feet and cover it with a tarp.
- Winter Programming:
    - We discussed doing a tracking program in February and/or a spring salamander program in March, potentially with Billings or VINS.
    - The Winter Moth has been in March or April depending on availability.
- Code of Conduct:
    - We reviewed the Code of Conduct. We all agreed that the draft Cory and Jenny provided is well-written and appropriate. We also agreed that it's important to approve the language right away so it can be posted in the foyer and on the website. Jan suggested that we add a line at the end that states when it was approved.
    - The language was unanimously approved.
- Holiday Gathering:

    - Jocelyn and Heather mentioned that it would be nice to have a holiday gathering in December or January. Jocelyn offered to host if we do it in the second half of January.

Action Items

- Heather and Cory will connect about the lantern walk, a possible tracking program.
- Katie will ask Elizabeth Wellington about doing an author talk.
- Mary will send around an updated budget. Everyone should review and provide feedback.
- Jocelyn and Mary will cover the picnic table for the winter.

The meeting was adjourned at 8:20.