

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
April 20, 2020**

Due to the COVID-19 Shelter in Place mandate, the March 2020 meeting was cancelled.
Anne Bower, Chair, set up a ZOOM meeting so trustees and interested public could meet online on April 20.
The meeting began at 7:18 PM.
Present: Anne Bower, Betsy Rhodes, Jean Souter, Tina Clifford, Heather Durkel, Chuck Gundersen, and Cory Smith, Librarian
The agenda was reviewed and adopted. The minutes from February were approved.

REPORTS

Librarian: Cory reported that the library closed to the public the week of March 17. She is working Tuesdays and Thursdays. Patrons can request books on those days from 10-4 by calling or emailing the library. She will leave books/movies outside for pickup. She is also able to make copies. Returned books can be left in the box on the porch, and will be held for a week in the basement, before they are lent out again.
The Abbott online catalog has been linked to the state interlibrary loan system and also to the library website. Cory is making sure the website is being kept up to date.
There was a discussion about the three Little Libraries placed around town. It seems like residents are taking and replacing books at the N. Pomfret church and the town office. Cory has restocked the one at Teagos, and will continue to do so.
The Covered Bridge half marathon in June has been cancelled due to the corona virus, so we will not be getting a stipend from them this year.
The fire extinguishers will be checked on April 29 and the furnace will be serviced July 28.
Cory and Alan Graham discussed joining [Ancestry.com](https://www.ancestry.com). No decision has been made yet.
Cory suggested that we revisit the option of joining Kanopy, the online streaming service of movies; mostly documentaries, indie films, and educational movies. After a discussion revolving around the reasons and logistics, the board approved setting aside \$500 to subscribe to Kanopy. There is a pay per view fee. Each library patron will be allowed three visits per month. We will check in after a few months to see how it's working out.

Building and Grounds: Betsy reported that seven light fixtures have been replaced, three in the adult room, three in the children's room, and one on the main entrance. It was suggested that the ceiling in the adult room should be painted someday, but it's not pressing. The money allotted for this project should be enough. The fixtures were less than Betsy thought. She is just waiting for Jason Cayer's bill (the electrician). He worked 1.5 days, putting the hot water heater on its own circuit and installing a new outlet for it, and a new outlet for the air exchanger. The radon levels are good. The basement walls seem not to be crumbling anymore. Betsy needed to go up to the attic and move the few remaining articles for Jason to complete his work. She vacuumed up the bat guano and moved the materials away from the eaves. She needs to find a place for the old map and the old religious materials. She has a lead on the church in Boston from where the religious materials originated from. She will follow up and see if they are interested in the two boxes. The attic project is done!
Kevin Geiger pruned the apple trees. Jane Metcalf cleaned the front garden already.
The window sill in the basement still needs to be replaced. Betsy has a new lead on someone who might do it.

Treasurer: Chuck will work with Nancy Merrill to balance the books. It will be straightened out soon. Learning a new system, using a different computer, and the difficulty of getting together has caused some delay.

Development: Heather Durkel has taken over the rest of Tessa's term. They have spoken on the phone but have been unable to meet due to social distancing.
All the donations seem to have been made from the 2019 annual appeal. Anne did the remaining thank you notes. Cory suggested that notes be written to Nancy and Tessa to thank them for their time and service on the library board. Anne will take care of that.

Community Outreach:

The programs for the winter series, including the Moth Storytelling, the Vermont Reads book discussion, and the Climate Discussion, had to be cancelled due to the COVID-19 outbreak. Chuck will also do a reading at some point. After a lengthy discussion on when and how to reschedule any of these events, it was decided to cancel everything until further notice. We still do not have a good timeline for when events might be able to open up again.

Chair: The Hutchinson chair was brought to the Pomfret Historical Society by Betsy.

OLD BUSINESS

See Reports

NEW BUSINESS

Funds: The first allocation of funds have been received from the town.

Board Committees: Everyone is staying in their jobs. Heather Durkel will replace Tessa in Development, and Chuck Gundersen is finishing Nancy's term as Treasurer. Chuck will call Vanguard to update his signature authority.

Update page one of Safety procedures: New trustees' emails and phone numbers, as well as any other changes in the town roster of offices will be updated by Anne.

Reviews: We reviewed safety codes, the Trustees' Calendar, the Library Materials Acquisition Policy, the By-laws, and the Policy for Services for Library Users with Disabilities. No changes were made at this time.

The meeting adjourned at 8:36 PM

The next Board of Trustees Meeting will take place at 7 PM via ZOOM on Monday, May 18, 2020.

Respectfully submitted,
Jean Souter