

**ABBOTT MEMORIAL LIBRARY
BOARD OF TRUSTEES *draft* MINUTES
MAY 18, 2020**

Due to the COVID-19 Shelter in Place mandate, the May 18, 2020 meeting took place via ZOOM.

The meeting began at 7:20 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 April were amended and approved.

REPORTS

Librarian: Cory reported that she is still offering curbside pickup from 10-4 on Tuesdays and Thursdays. She serves about 10 patrons per week. Joanne and Sue are either working from home or come in on off days when the library is not open.

Cory had a ZOOM meeting with the LUV (Libraries of the Upper Valley) group today. Of the approximate 23 libraries participating, only about 3 are doing curbside pickup. Several will be starting soon. Hanover, a larger library will not start until mid summer. None of the libraries are opening to the public anytime soon. Cory has let a few individuals in, one at a time, with masks, for short pickups. She is thinking how she may reopen, possibly by appointment. She also finished audiobook ordering for the year for LUV.

We discussed the S. Pomfret Post Office move to Woodstock and how that will affect Cory (mileage reimbursement?)

It was also suggested that we, the trustees, should try using the online catalog through the Abbott website to see how it works.

By the end of June, Cory will finish ordering books and audio for Abbott.

We have not joined Kanopy yet. Cory is still working on it.

Building and Grounds: Betsy reported that the radon level in the basement is up a bit.

The light fixture project is finished and came in under budget, with less spent on the fixtures and a bit more spent on labor than estimated. The cleaning, crack repair, and painting of the ceiling will be dealt with in the future. The expenses for the basement electrical work is at about what we expected. The money for that was taken out of miscellaneous expenses.

Betsy cleaned up around the grounds, weeding and mulching as needed. We discussed mowing and who might do it this summer. Cory will be in touch with Bob Coates to see if any scouts might take on the job.

The tiles between the library and ArtisTree held up well, except where the plow went. Betsy will fix that up.

Treasurer: Chuck presented the financials. Everything is accurate as of April 30, and in sync with Ellen's at the Town Office.

Development: Heather had no news to report.

Community Outreach: Due to the coronavirus, there is not much to be done at this time. Betsy did talk to Mark Binder about a possible outdoor Moth later in the summer. He is not interested, nor is anyone else on the board, on having a Moth via ZOOM.

Chair: Anne let the insurance rep know that we cannot hardwire the fire extinguishers. It is fine; it was only a recommendation.

Anne had an interested party ask if the library had a Planned Giving Policy. He prodded Anne to pursue it. Heather will look into what other libraries or colleges have for procedures and policies, so we could possibly move forward in creating one. This is something we have talked about for years, but have not done anything yet. It requires time and research, but Anne felt that it's time to start getting one in place so we could build our endowment. Cory will look into what other libraries have, and forward the information to Heather and Tina, who is helping on this research. Another place to look is on the VT Department of Cities and Towns website.

OLD BUSINESS

See Reports

NEW BUSINESS

From the Trustees' Calendar:

Window screens have not been installed yet. It's been too cold, but Cory will do a few as needed.

Review Long Range Plan, Operating Policies, Investments Policy, manner of paying bills, and Year end Budgetary status: The trustees looked at all of the together and made only one change under Operating Policies. We took out #15 Friends of the Library. All other plans and policies were re-approved for 2020. The Long Range Plan will be needed to be done again at the end of 2021.

The meeting adjourned at 8:55 PM

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

Respectfully submitted,
Jean Souter