

Minutes of Abbott Memorial Library Trustees, June 21, 2021, held in person at the Library

Present: Cory Smith, Librarian; Anne Bower, Susan Burgess, Tina Clifford, Betsy Rhodes, Mary Worrell. Absent: Jean Souter.

Meeting began at 7:10 p.m.

Agenda was approved.

Minutes approved as amended (on 7th line under Librarian's report, delete "books, movies, and"; the rest is fine. Anne will ask Jeannie to fix and file with Town and Library.

Librarian Report: Cory explained what she'd learned from Dead River about fuel oil prices, and Susan agreed to do some further comparison shopping before we make a commitment. Cory spoke with Susan Piccoli at Woodstock H.S. about the current "Vermont Reads" program about *We Contain Multitudes*; Susan P. would be happy to have us participate as a community member and include us in her grant application, so Anne will send Susan P. a description of the program she'd like to run as part of this effort. Cory passed along a few more annual appeal donations to Mary; explained she is still working on setting up the Summer Reading program; informed us that JoAnn now works on Thursdays and Saturdays; and lastly, discussed with us the best mask policy to use now that Vermont has opened up. We all agreed staff should mask up if a patron enters wearing a mask or when young children (still not vaccinated) enter.

Building and Grounds Report: Betsy explained the whole parking lot, stream bank erosion issue is still under discussion but it looks like the Town will pay for remediation of parking lot area and is making that a priority for this year. Our radon level was at 2.6 (usually lower in summer), and this led to a discussion about how radon standards are set. Susan stated that such standards are based on full time residents of homes, not folks like us who only use a space periodically; she believes we don't really have to worry about this, based on her science training. Betsy also said that furnace maintenance will take place this Wednesday and she will be on hand for that and then pass the invoice for it along to Susan.

Treasurer's Report: Prior to the meeting Susan had mailed us four pages of current financial data which we discussed, especially focusing on how much to put into our reserve account at the end of June. Taking into consideration expected expenses for next year (for which Susan provided a table), it was agreed that around June 28th Anne and Susan will consult and decide on a level at or below \$10,00 for transfer to the reserve account. Susan hopes we can make improvements to our investments. While we do have an investment policy our current actions don't actually follow it and she'd hope a small committee could form to look into better investment earnings. Mary has a friend who is an investment consultant and she'll ask if he might help; Betsy suggested we ask John Moore to assist too since he helped craft our investment policy. Anne will do an email "introduction" of Susan and John. Susan said that Jill Davies (who works with the Woodstock Community Trust) is willing to share how they forged their investment system.

Development: Mary distributed the newly printed Planned Giving cards which we all agreed are handsome and serve our purpose well. She suggested also having an ad with the same info in the local papers in conjunction with our next annual appeal effort. Mary is still trying to set up a time to talk with Heather about all the annual appeal tasks and systems, but in the meantime she will start gathering ideas for what can go into the next annual appeal letter. Betsy suggested that letter should include major plans we have for future, not just what was accomplished in the past calendar year.

Outreach: Tina is ready to help with any and all programs. We discussed the June 29th program we'll hold outdoors featuring Kevin Geiger and Geoff Martin from Two Rivers Ottauquechee Regional Commission. Anne has put the first layer of publicity on listservs and newspapers and Cory will make a sign for front of building. Anne will contact Kevin and Geoff to see if anything special is needed. We also discussed a Summer Moth; Betsy will talk with Mark Binder about having such a program on either Aug. 13 or 20, and whether he is open to having a sound system on hand for people to use.

Chair: Previous to the meeting, Anne had let everyone know that Preservation Trust of Vermont awarded us a small grant (\$700) to hire an architect to suggest plans for accessibility at the Library. The physical letter from PTV had arrived at the Library with check for \$700 (given to Susan to deposit). Anne reported that she will be meeting the architect selected by Preservation Trust of Vermont to assess our building for accessibility. This will take place, she said, on Thursday of this week (she later emailed everyone to say it was actually Tuesday). Mr. Gallup will be taking measurements and photos so that he can come up with 3 alternate approaches and provide an estimated budget for each approach. Betsy and others requested that Anne bring up energy concerns, radon, and our attic bat population with Mr. Gallup, and Anne agreed to do so. Anne also reported that she'd asked Kris Graham to join the Long Range Plan Committee and Kris accepted; Anne awaits a response from Katie Brickner who she also invited. Cory suggested a patron, Liz Maliszewski as another possibility and will send Anne Liz's email address. Thus, so far, our Committee contains Cory, Anne, Susan, and Kris. Anne hopes the Committee, once constituted, can begin its work in late summer or early fall, with an expected 4-5 in person meetings necessary.

Other Business: Susan told us about an online magazine/newspaper a few folks in Thetford send out weekly with news and feature articles about their community. Would something like that be possible for the Library to sponsor/house? After some discussion we agreed it would work better, if there are people interested in taking on such an effort, to have it run out of the Pomfret School, perhaps involving students, staff, and community members.

There is no scheduled meeting for July (as usual), so our next meeting is **Monday, Aug. 16**, at the Library.

Meeting adjourned at 8:50 p.m.

Draft submitted by Anne 6/22/21