

Abbott Memorial Library  
Board of Trustees Minutes October 16th, 2023

The October 16th, 2023 meeting took place in person at the library.

The meeting began at 7:09pm.

Present in person: Cara DeFoor, Mary Worrell, Doug Abbott, Jocelyn Randles, Cory Smith, Betsy Rhodes  
Zoom: Susan Burgess

The agenda was reviewed and adopted with two additions: portrait frame update and HVAC update

The September 18, 2023 Minutes were adopted

### **Reports**

#### Cory Smith (Librarian)

- Cory is now working Tues and Thursdays 4-6pm, and one Saturday monthly.
- Storytime is happening and attendance is on the rise. There will be a Halloween theme presented on Thursday Oct 26th.
- Craft bags are popular with different themes each week.
- Winnie Bell Learned \$500 grant for children's services will be used to hire the NO Strings Marionettes to perform their version of The Hobbit on Sat November 4<sup>th</sup> at 4pm. Cory will call TPVS to see whether they might waive fees for using the gym. Cory will also measure the Pomfret town hall stage and if it seems suitable, Susan has agreed to reach out to Pomfret Town Clerk, Becky Fielder, to see if the town hall might be available for use.
- Cory has cleaned the windows and will install the remaining four storm windows.

#### Mary Worrell (Chair)

- The library will formalize the vacation policy to include the assistant librarian.
- The board reviewed the file retention policy.
- Trustee Goals were discussed and will be updated as needed.
- Cory, Betsy and Mary will go on a field trip to three libraries (South Royalton, Sharon and Strafford) to assess their HVAC systems and accessibility.

#### Jocelyn Randles (Development)

- The board reviewed the appeal letter and approved with minor changes.
- Jocelyn had circulated the address list and has requested updates by the end of the week.
- Jocelyn is to reformat the letter on letterhead and find a way to incorporate the patron testimonials.
- It was agreed that trustees will help with signing and mailing out letters on November 18<sup>th</sup>.

Betsy Rhodes (Building and Grounds)

- The front steps, porch, and back door sills have all been sealed.
- The EV240 air exchanger was ordered on Oct 2nd.
- The second dehumidifier has arrived and is set up for use as needed. Application has been submitted to Efficiency VT for \$40 rebate.
- Betsy picked up 5 smoke detectors from The Pomfret Fire Department but only 2 had a 10-year battery life and she will acquire 3 more rather than installing those with an annual battery life.
- No update as to the parking lot reparation
- The furnace was serviced in the spring, but we do not have a service agreement through the town contract. If the town has not already done so, the board has agreed to purchase a service contract from Irving by December 1<sup>st</sup>.
- Betsy and Joanna met with the frame restoration expert, Fiona Blunden, and together established a plan to restore the original frame.

Susan Burgess (Treasurer):

- Susan circulated the P&L for September
- The board discussed the financial report and the budget for the next fiscal year (beginning July 2023). The board members will submit anticipated expenses by the next board meeting (Nov 20<sup>th</sup>).

Doug Abbott (Community Outreach)

- Doug will work with Cory to finalize plans and marketing for the No Strings Marionettes.

Next meeting will be held at 7PM on November 20, 2023

Meeting adjourned at 9:14pm

Respectfully Submitted by

Cara DeFoor, Secretary

