

## Abbott Memorial Library

### Board of Trustees Minutes

April 18<sup>th</sup>, 2022

The April 18<sup>th</sup> meeting took place in person in the library.

The meeting began at 7.10pm.

Present: Tina Clifford, Betsy Rhodes, Mary Worrell, Cara DeFoor, Jocelyn Randles, and Cory Smith, Librarian.

Absent: Susan Burgess

The agenda was reviewed and adopted. The March 21<sup>st</sup>, 2022 minutes were approved.

#### Welcome to New Members/ Vote on Roles

- The new members were introduced and welcomed (although Cara was present at the last meeting).
- The serving trustees explained the responsibilities of the two open roles (Secretary and Outreach/Community Liaison). With the support of the board, the two new members opted to split the roles and work together.
- Jocelyn Randles acted as Secretary for this meeting.

#### Reports

Librarian: *Cory Smith*

- Cory shared circulation statistics and a patron tally for 2020, 2021, and the first few months of 2022. They showed a negative impact on both during the waves of the pandemic, and that numbers have rebounded in recent months.
- She reported that several new families have moved to Pomfret and she has bought some more bestselling children's books to respond to demand.
- The mobile, bunny, and pinwheel craft kits have proved popular.
- She has got fuel quotes from Dead River but decided not to lock into rates yet as they are currently very high.
- The Eagle Scout project is progressing and is likely to be the construction of a picnic table, Adirondack chairs, and footstools.
- Tina noted that Ellen DesMeules is likely to contact Cory to coordinate inspection of the fire extinguishers (which happens at the same time as the town hall).

#### Building and Grounds: *Betsy Rhodes*

- The recent reading of radon in the basement was 4.7. It is expected to go down when the moisture level is reduced by seasonal change and the impending foundation work.
- The deposit for the foundation work (\$8K) has been paid from the town reserve fund. John Barnes will start work next week. All the paperwork is in order including insurance documents (such as liability and workers comp.). He is going to be working alone and doing one side of the library at a time. The work is expected to take two weeks. Mary offered to take photographs of the work in progress.
- Betsy has gone to great lengths to try and find out what utilities are likely to have conduits underground. She has contacted Dig Safe and talked to all the neighbors about their providers. The water is going to be turned off for the duration of the project.
- Jane Metcalf has volunteered to lift the plants. She asked for extra topsoil and compost. The board agreed to pay for these materials (estimated to be \$200-\$300).
- A member of the public was concerned about what appears to be the end of the pipe in the parking area. Betsy is going to talk to Jimmy Potter about it and use the opportunity to ask about the bridge work and efforts to stop erosion of the stream bank. The parking area cannot be resurfaced until these issues have been addressed.

#### Treasurer: *Susan Burgess*

- Susan distributed the monthly Profit and Loss statement to the board prior to the meeting.
- She also asked for a board resolution to set up a debit card at Mascoma Bank to pay for library expenses (instead of using the Citizens Bank credit card which is hard to monitor and has resulted in late fees). The board had some questions about the transition and decided to delay a decision. Issues included:
  - Is it proposed that the Citizens Bank credit card be canceled?
  - Are other town entities having the same issue with monitoring/late fees?
  - Will it make accounting more complicated?
- Tina is to contact Susan to ask for more information.

#### Development: *Mary Worrell*

- Donations have been strong this year and there was another one this month.

#### Outreach/Community Liaison: *Cara DeFoor and Jocelyn Randles*

- Cara requested clarification on how and when to bring ideas for new outreach/liaison initiatives to the board. She is interested in establishing a way for students with learning disabilities (particularly dyslexia) to get more support. She is going to investigate the activities of the Stern Center for Language and Learning.
- Jocelyn expressed interest in programs that allow older Pomfret residents to share local history such as experiences of the one room schoolhouses. Established board members stated that there used to be a program on Pomfret Elders.

Chair: *Tina Clifford*

- Tina got the contact details for the new members of the board so that she can update the safety procedures.
- Tina invited members of the board to suggest updates/changes to the bylaws, policy documents, and calendar. Minor changes were agreed and Tina is to update and circulate the revised documents.

### Old Business

- There are two events coming up at the library: the Vermont Reads book discussion on May 1st and the author reading on May 22nd.
- Sue Heston is coordinating the support for the Covered Bridges Half Marathon. There are four spots for traffic control and enough volunteers from the board to cover them. The event passes 3 libraries and is a fundraiser for local non-profits. It is expected that there will be 14K runners and the duration of the event will be about 2 hours.
- The landscape painting in the library has been cleaned and is awaiting a backordered frame.
- The Zoom Pro update has not yet been purchased.

The meeting was adjourned at 9.30pm. The next board meeting will take place at 7pm on Monday May 16<sup>th</sup>, 2022.

Respectfully submitted,

Jocelyn Randles