

Abbott Memorial Library  
Board of Trustees Minutes January 15, 2024

The meeting began at 7:14.

Present in person at the library: Cara DeFoor, Mary Worrell, Doug Abbott, Jocelyn Randles, Cory Smith, Betsy Rhodes, and Susan Burgess

The agenda was reviewed and adopted.

The December 18th, 2023 Minutes were adopted.

### **Reports**

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Cory Smith (Librarian)

- The holiday season story time started last Thursday and will be weekly through February 15<sup>th</sup>.
- The board appreciates that Cory and Kevin built and donated a sturdy, good looking puzzle shelf.
- Cory is finishing the public library report, and it is due to the VT Department of Libraries on Friday 01/26.

Susan Burgess (Treasurer)

- Susan presented a mid-fiscal year wrap-up. During the past six months, spending and the budget are closely aligned.
- Assets have increased with the endowments and the reserves,
- The board discussed a proposed cash flow process for library expenditures and income. Issues included: clarification of board member roles, responsibilities and oversight. Outcomes: Mary will simplify the second bylaw as per direction of the VT Dept of Libraries. Additionally, the board has agreed that the cash flow oversight policy must be updated with the aim of simplification and streamlining.

Mary Worrell (Chair)

- Both Mary and Susan's seats are up for re-election. Mary will post the positions with information about whether the incumbent(s) will be running,
- The library evaluation is upcoming.
- Board goals will be discussed at the next meeting.

Jocelyn Randles (Development)

- 70 contributions thus far but only one new contributor.
- The total annual appeal funds is currently \$8325.

Betsy Rhodes (Building and Grounds)

- Betsy has been focused on year-end reporting.
- Betsy attended the selectboard budget meeting. She wanted to be available in case of questions regarding the library budget.
- No news to report regarding the stream bank and parking area.
- Betsy continues to monitor the radon levels and they have been averaging at or below acceptable levels.
- Eric Thompson from Ottauquechee Plumbing has explained that we may need to run the air purifier at 100% capacity ongoing during the winters.
- Kevin, Cory and Betsy have been shoveling the steps and entryways

Doug Abbott (Community Outreach)

- Doug is exploring possible children's authors to invite for a library presentation.
- Doug will research whether a middle school or high school poetry slam would be a good possible event.

Next meeting will be held at 7PM on Feb 19<sup>th</sup> 2024

Meeting adjourned at 9:03pm

Respectfully Submitted by

Cara DeFoor, Secretary