



OBSERVER REPORT

ABBOT LIBRARY BOARD OF TRUSTEES: December 7, 2020

LWVM Observers: Brigitte Lagoutte and Nancy Powell

Members in attendance: the 6 Trustees: Phyllis Smith, Nancy Arata, Ann McGreevy, Gary Amberik, David Ross, EuRim Chun. BRC member: Wayne Stemmer. Library Head: Patricia Rogers. New Treasurer: Laurie Flowers. Consultant: Joanne McElhenny Meeting held on zoom, open to the public.

1. Minutes of the November 2nd, 2020 were approved
Laurie Flowers was approved as the new Treasurer taking over David Ross.
2. Abbot Library Fund (APL) (Nancy Arata and Wayne Stemmer)
 - Recognition of the staff members: \$400 approved
 - Proposal to review plan of renovation, \$9,500 needed for HVAC consultants to make a plan for library indoor air quality in response to Covid. Campaign fund will be used to pay the expense. Approved.
3. Director Report (Patty Rogers)
 - 1200 members are on the mailing list. Planning to send invitations programs (poetry salon, Conversation on peace, Children programs, etc.). No concert given this year due to Covid.
 - New shelving needed for books in a room served for curb pick up. Approval of \$2,500 for this project.
 - reopening of library on December 8th. Measure of protection from Covid put in place (plexiglass, route for people to follow inside library, mandatory wearing of masks and gloves etc.) Discussion about to make written down Covid policies as friendly as possible. Schedule for browsing is as follow: Tues. and Thurs. 10am to 12:30pm and 2pm to 5:30pm. 28 people allowed inside per day. People have signed to browse since November 23.
 - 11 persons signed up for the first day of opening.
 - Shattuck Fund will be tapped for new seating for the meeting room

4. Chairman Report: (Nancy Arata)

- 1,000 cards made to be sent to library members for the renovation campaign. The Advocacy Committee will send them to donors in the spring.
- Approval for going back to the warrant in next town meeting for library renovations. Warrant will be filed in January 2021. Total amount needed: \$9,500,000. 1 Million will be provided by donors and 8.5 M will come from the tax payers. There will be a February meeting to explain what this amount will be used for. As part of the override request, they will meet in late February with the Finance Committee.

Some money will be provided by donors. There will be a February meeting to explain what this amount will be used for. Also meeting in Spring with FinCom hoping they will support the amount needed.

5. BRC Report (Building Renovation Committee) (Gary Amberik): A \$9,500 contract for Stewart Johnson, principal of Johnson and Roberts was approved for updating the financials on their projected plan and to hire a contractor to review the HVAC system details to make sure we are COVID compliant and have all the bells and whistles built into the new system that will provide more air intake from the outside, and filter the air faster. Proposal was accepted by the BRC to go with J & R firm. A meeting with BCR and 2 library Trustees will take place in January to discuss the plan and kick it off was approved.

6. Selection Committee (EuRim Chun)

- Current Library Head Patty Rogers is retiring in June 2021. A new job description of Library Director will be posted in January. Joanne McElhenny, Consultant, will help with the preparation of interview questions. The position should be a 56-level position. Job description has been approved to replace the old job description. The job offer will be shared with 18 other library directors, so to have as wide an audience as possible. The information is in place and goes live in January.

7. Public participation:

Public was asked if they have any comment or questions and one library staff member who was in the audience questioned the safety of reopening the library at a time of high incidence of Covid in the state and all over the country. He was concerned for the welfare of the public as well as the library workers. The question

was acknowledged by the Trustees and will be discussed later among the members of the library staff.

8. Nancy Arata, Chair of the meeting invited each Trustee to name the library accomplishment they feel most proud about: the opening of the children's room was the one mentioned by all, as well as their passion for libraries, education and architectural space.