

**Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
January 29, 2019**

In attendance were Trustees: Carol Brudnicki, Chair, Peg Lesiak, Secretary, Susi Churchill, Treasurer, Scott Rapoport, Jim Currier and Terri White.

Alternates: Suzanne Tether

Library Director: Mindy Atwood

I. Chair's Remarks

The meeting was called to order by Chair Carol Brudnicki at 5:30 pm, Tuesday, January 29, 2019. Carol indicated that Suzanne Tether would be sitting in for Jane Frawley. Jane has an excused absence.

II. Approval of Minutes

Terri moved to approve the minutes of the Abbott Library Trustee's Meeting of Tuesday, December 18, 2018, as submitted. Motion was seconded by Scott and unanimously approved.

III Treasurer's Report

A. Review of Financials

All accounts have been reconciled. The Town Funding was paid on 12/31/18 but was not deposited until January. That amount will show in the January report.

B. Review/Approve Bill Manifest

Terri made a motion, seconded by Susi, to accept the December 2018 Manifest of Bills. The motion passed unanimously.

C. Operating Account Balance

Susi indicated there were two issues with the Operating Account - Profit & Loss vs. Actual statement:

1. There was a miscoding of the Town Funding. Susi is meeting with Denise Bressette, the former Treasurer to the Trustees, to determine the best way to rectify the coding. The total town funding contributions for 2018 came to \$353,619.34 based on the town budget report.
2. Susi indicated that her total for the retirement contribution from the town is \$502.90 less than the total from the town report. Susi emailed Lynn Wiggins to check on the number.

Lynn indicated the library's numbers in the budget seem final; however, she needs to wait for all other departments to come in. Mindy added that the numbers in the Town report aren't considered "official" since these are unaudited.

IV. Director's Report - Mindy Atwood

Mindy highlighted her written report:

A. After School Kids (ASK) Program

Mindy shared information regarding the hours, costs and enrollment trends over the past three years for the ASK Program. A discussion ensued regarding possible reasons for the declining enrollment and what thoughts the Trustees had in regard to the future of an after school program. After discussing a number of possibilities, the Trustees decided to wait for the Children's Librarian opening to be filled in order to tap into the input, ideas and experiences of the new hire in regard to after school programming.

B. Staffing

1. Mindy indicated that the library is down 46 hours of staff resources due to two resignations (ASK Program Coordinator, Children's Aide). Mindy has withdrawn the job posting for a temporary after school program coordinator and replaced it with a job posting for the Children's Librarian position. This position is part-time, 28-34 hours per week. Mindy made some changes to the job description and to date, three resumes have been received.

Jim made a motion to approve the Children's Librarian job description, as amended. This was seconded by Scott. The motion passed unanimously.

2. A dear volunteer, Mary Hillier, passed away recently. Her partner named the Abbott Library as the recipient for donations in lieu of flowers.

C. Annual Reports

The annual report for the Town of Sunapee Report has been submitted to Melissa Pollari. Remaining to be submitted is the final Profit & Loss-Budget vs. Actual for 2018, which Melissa knows is still being finalized.

Next, Mindy will begin work on the annual report for the New Hampshire State Library.

D. Buildings and Grounds

The three replacement pumps were installed. We are waiting for the results of the pH level of the water, post-flush.

The laminate on the tops of the bookcases in the adult fiction area is peeling again. Mindy has been in touch with Tucker Interiors and they are going to make arrangements to have the tops replaced at no cost to the Library.

E. End of Year Budget

1. The final bill for the system flush was \$5,700.00. The extra costs are the result of additional labor required due to a leak in the Staff room and the need for more supplies (antifreeze) than originally anticipated. A few transactions are pending prior to clearing the 2018 budget. Based on prior decisions made by the Trustees on how to fund the flush and due to the unanticipated issues noted, an additional \$470.05 is needed to pay the bill.

Jim made a motion to pay the invoice for the flush by taking the additional \$470.05 needed from the Donations Account. Susi seconded the motion. The motion passed unanimously.

2. In reviewing the budget, Mindy realized that \$554.01 in reimbursements from the Friends and the Foundation was accidentally deposited in the Trust and Fines account rather than the Operations Account.

Jim made a motion to approve moving the \$554.01 that was incorrectly deposited in the Trust and Fines account to the 2018 Operations account. Peg seconded the motion. The motion passed unanimously.

3. At the September 18, 2018 Trustee meeting, a motion was passed to deduct the cost of the advertising for the book sale from the proceeds of the book sale in order to reimburse the Library's 2018 operating budget line item for Publicity. This transfer of \$242.40 did not occur. Mindy will work with Susi and Jeanne to make sure this is reflected in the final numbers for 2018.

F. Friends of the Abbott Library

The Friends of the Abbott Library approved a request for \$17,418.00 to support supplemental programming, pilot programs for new library services and staff development. They also verbally committed to up to an additional \$4000.00 for the library's summer programs. Mindy shared the presentation and spreadsheet she presented to the Friends Board.

G. Professional Development Opportunity

Mindy has applied to attend the New England Library Leadership Symposium (NELLS), which is a five day intensive training program that fosters the mentoring and development of leaders in state and regional library associations. NELLS participants are library professionals, paraprofessionals, and volunteers (ex. trustees, friends) in mid-career (3-15 years of experience in or with libraries).

The dates for the NELLS program in 2019 are August 12-15. The Trustees were very supportive of Mindy's application for this program and indicated that she would not have to use vacation time to attend this program.

H. Library Stats

Mindy highlighted two areas from the library statistics report:

1. There was a significant increase (212%) in online services accessed in 2018 vs. 2017. Mindy indicated this is due in large part to patrons accessing the New York Times and the Universal Class. She noted that these two offerings were funded by the Friends.
2. In 2018, the number of items lent by Abbott Library via the inter-library loan program was up by almost 500 items. The inter-library loan effort requires very intensive work and kudos were given to Justin for the masterful way he manages this work given the increase in the workload.

V. Chair's Report

A. Connection to Town's Website

The Abbott Library has been connected to the Town of Sunapee's Town Hall streaming website. This meeting of the Trustees and future meetings will be live-streamed.

B. 2019 Budget

The ABC Committee presented the 2019 budget at the Jan. 8, 2019 Selectmen's meeting, which Carol attended. The budget was accepted by the Selectmen.

C. Old Abbott Library Sale

On January 14, 2019 the Sunapee Historical Society and the Selectmen signed paperwork transferring the ownership of the Old Abbott Library to the Historical Society. The Historical Society presented the Town of Sunapee a check for the purchase of the Old Abbott Library building. The Town of Sunapee then presented Terri and Carol, on behalf of the Abbott Library Trustees, a check for \$240,120.00 as per the Cy-Pres agreement for the Abbott Library's share of the sale.

The Historical Society requested a letter from the Trustees indicating the equity has been paid in full from the Town of Sunapee. Terri drafted the letter, which was reviewed by the Trustees at this meeting.

Carol made a motion to accept the letter, as drafted by Terri, to the Historical Society and to authorize Carol to sign the letter on behalf of the Abbott Library Trustees. Jim seconded the motion. The motion passed unanimously.

Terri shared that Bob Wells, the attorney for the Abbott Library, is looking into the gift language to inform the Trustees on how these monies may be used. Once Bob has the information, Terri will request he put this information in writing. She suggested the Trustees may want to invite Bob to a Trustee meeting to answer any questions.

The Trustees discussed where and how to invest these funds. Susi shared research she had done on different banks and their offerings in regard to CD vehicles. After discussing various bank options, timeframes, and the realities of when future plans for the library might be developed, the Trustees reached a decision.

Terri made a motion to deposit \$240,120.00 into an 18 month CD with Mascoma Bank. Jim seconded the motion. The motion passed unanimously.

D. Policies

The following policies need Board approval:

1. Technology Policy
2. Facility Maintenance Policy
3. Safety Policy
4. Public Record Policy
5. Patron Service Policy

The Technology Policy and the Facility Maintenance Policy were reviewed at this meeting (see Section VI).

E. Abbott Library Trustee Meeting Schedule

It was suggested at the last Trustee meeting that the day of the week and time of the monthly Trustee meetings be reviewed. This was raised due to the fact that having the meetings on Tuesday evening requires Mindy to come into the Library on a day when the library is not open and she does not have to work.

Mindy's input was sought and the Trustees made a motion, which passed unanimously, to change the meeting schedule from the third Tuesday of the month at 5:30pm to the third Thursday of the month at 5:30pm. This motion was rescinded, however, as it was noted that the By-Laws should be checked as an edit may need to be made to make this change. Terri will research this and get back to the Trustees at the next Trustee meeting, which will remain at the third Tuesday of the month, February 19, at 5:30pm.

F. 2019 NHLTA Spring Conference

Carol shared that the 2019 NHLTA Spring Conference will be May 29th at the Doubletree Hotel in Manchester, New Hampshire.

G. Town Meetings

The Town Deliberative Session will be held Feb. 5th at 7:00pm at the Sunapee Middle High School. Trustees are encouraged to attend this meeting to support the Library's proposed budget.

H. Trustee Elections and Alternate Recommendations

Carol indicated that both she and Terri, whose terms as Trustees are expiring, have submitted their names for re-election.

Carol also shared that Sharon Palmer's term as an alternate is due to expire. Sharon indicated that she would like to continue as an alternate for the Trustees.

Peg made a motion, seconded by Suzanne, that we recommend to the Board of Selectmen that Sharon Palmer be accepted for the role of Alternate for the Abbott Library Trustees. The motion passed unanimously.

VI. Policy Committee – Policy Approval

1. Technology Policy

Susi made a motion, seconded by Terri, to approve the Technology Policy for the Abbott Library, as amended. The motion passed unanimously.

2. Facility Maintenance Policy

Peg made a motion, seconded by Carol, to approve the Facility Maintenance Policy for the Abbott Library, as amended. The motion passed unanimously.

VII. Report from the Abbott Library Foundation

Mindy reported that the newsletter sent out by the Foundation was yielding some nice donations. She reminded the Trustees that the Foundation is eager for ideas from the Trustees for future projects the Foundation could support.

VIII. Report from the Friends of the Abbott Library

As noted earlier, Mindy made a presentation to the Friends on possible programs and development they could support in 2019. The Friends approved everything except digital magazines, which can be accessed elsewhere (this aligned with what Mindy actually recommended as there is no need to duplicate).

Mindy commented positively on what an active Friends group the library has, indicating how they also give their time to help the library staff in the planning process. Terri recommended the Trustees consider nominating the Abbott Library's Friends group when the NHLTA looks for nominations. Terri will take the lead on the application when nominations are called.

IX. Planning Committee – Peg Lesiak

Peg provided a brief overview of the prior decision of the Trustees to develop a task list vs. a longer term strategic plan for the library. Upon further discussion, the Trustees determined that both are needed. Terri suggested that a strategic planning off-site be considered, given the need to spend focused time and discussion on longer term plans for the library (vs. trying to do this during a monthly Trustee meeting). Mindy offered to research facilitator options to lead this meeting, and will get back to Peg and Terri with her findings.

Given the need to also have a task list, which will also be used to guide the Foundation and the Friends on future ideas for their support, it was agreed that 15 minutes on the February Trustee meeting agenda will be allocated for this topic. Carol will remind the Trustees to come prepared with their ideas when she sends out her Chairman's Report in February.

X. Old Business/Other Business

Jim shared that he and John Wilson, a former actively engaged supporter of the Library as well as being a former Trustee, had talked of building a podium for the library's use. John offered to pay for the materials and Jim offered to build it. Jim has completed the podium, which is beautifully crafted. Jim would like to put a plaque on the podium, honoring John Wilson. All were in agreement with this idea.

XI. Public Comment

None.

XII. Adjournment to Non- Public Session 91-A:3 II(a)

*The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

Carol made a motion to adjourn to a non-public session. This was seconded by Jim. By roll call vote, the Trustees voted to adjourn to a Non-Public Session under 91-A:3 II(a) at 7:38pm.

By roll call vote, the Trustees voted to have the minutes of this non-public session sealed permanently.

Carol made a motion to resume public session, seconded by Suzanne. Approved unanimously, the Trustee returned to public session at 9:08pm.

XIII. Adjournment

Jim made a motion to adjourn, seconded by Suzanne. This was unanimously passed.

The meeting was adjourned at 9:09 pm.

Respectfully Submitted
Peg Lesiak, Secretary
February 1, 2019