

**Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
February 19, 2019**

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

Library Director: Mindy Atwood

Others: John Augustine

I. Chair's Remarks

The meeting was called to order by Chair Carol Brudnicki at 5:31pm, Tuesday, February 19, 2019.

II. Approval of Minutes

Jim moved to approve the minutes of the Abbott Library Trustee's Meeting of Tuesday, January 29, 2019, as amended. Motion was seconded by Scott and unanimously approved.

III Treasurer's Report

A. Review of Financials

All accounts have been reconciled. The library received the January 2019 funding this month. The February and March funding will be received this month also. Going forward, funding will be received by the first of each month.

B. Review/Approve Bill Manifest

Peg made a motion, seconded by Jim, to accept the January 2019 Manifest of Bills. The motion passed unanimously.

C. Operating Account Balance

Susi reported on the following:

1. As reported last month, there was a miscoding of the 2018 Town funding. Susi met with Denise Bressette, the former Treasurer to the Trustees, and was able to correct the coding for the Town funding for 2018 and it is now accurate.
2. As was mentioned at the January 2019 Trustee meeting, Susi indicated that her total for the retirement contribution from the town is \$502.90 less than the total from the town report. Susi reached out to Lynn Wiggins and is waiting to hear back.
3. Susi completed the transfer of \$554.01 from Trust & Fines to the operating account as directed by the Trustees. In addition, \$242.40 from the profits of the 2018 book sale was transferred to the operating account to reimburse the Library's line item for publicity. These amounts were reflected in the final numbers for 2018.

D. Deposit of Cy-Pres funds

Following the motion passed at the January 29, 2019 Trustees meeting, Carol and Susi invested the \$240,120.00 from the sale of the old Abbott Library in an 18 month CD at 2.65% with Mascoma Bank. A determination as to how to account for this in QuickBooks will be made pending further discussion and information.

E. Bookkeeper

Susi raised the issue of needing to find a resource with bookkeeping experience and QuickBooks skills to review/verify accuracy of accounting, run reports as needed, ensure consistency, etc. It was estimated that this resource would be needed for 2-4 hours/month. Both Terri and Mindy know of possible resources to approach; however, this will be on hold until it is learned if our budget is passed in March.

IV. Planning Committee Discussion – Peg Lesiak

The Trustees brainstormed ideas for a variety of tasks/projects that could be undertaken in the next 1-2 years to support the Library. Ideas generated related to building-related projects, programming, technology, community, staff development, etc. The Planning Committee will meet to further discuss and prioritize the ideas. Following a suggestion at a prior meeting, Terri reminded the group that clarifying what the Town pays for (vs. other funding sources, such as the Foundation) should be a part of this analysis.

A brief follow up discussion regarding a longer range strategic planning meeting occurred. Mindy, Terri and Peg will meet to outline how a facilitator might be used to guide this session.

V. Director’s Report - Mindy Atwood

Mindy highlighted her written report:

A. Community Outreach

1. Reed Optical will host a book drive to collect books on behalf of the Abbott Library for the 2019 book sale. Books will be collected in April and will be kept for the Library until the July 2019 book sale event. When Reed Optical hosted a similar event in Claremont, more than 2500 books were collected!
2. The Sunapee Middle School offers “Spring Electives” every year. This year, middle school students will design and build a variety of inserts for a community story walk through the woods behind Dewey Field. The Library will host the kick-off brainstorming event on Monday, May 20th, and will continue to work with students throughout the week. The Friends will sponsor the purchase of many of the materials needed for the story walk.
3. Kudos were given to Justin and the Library for the successful event held last month at the Library on New England Quilts and the stories they tell. The speaker was very knowledgeable and informative, actively engaging the audience. The event was co-hosted with the Sunapee Historical Society and sponsored by the Friends. With 60 people in attendance, it was a great success!

B. Budget/Financial Items

1. According to the Selectmen’s meeting minutes of January 29, 2019, “the Town of Sunapee received the 2017 Audit Report and there were no suggestions or a management letter included with the report this year.”
2. Donna Nashawaty, Town Manager, and Lynn Wiggins, Sunapee Finance Director, have concerns regarding people who are not Town of Sunapee employees accessing the town’s SharePoint in Office 365. Moving forward, the Library Director will be responsible for getting the monthly finance reports to the Treasurer of the Trustees.
3. Reimbursement from the Foundation for the projector project was incorrectly put into the operating account. It should have been put into the Donations account.

Jane made a motion to write a check for \$6200.00 from the 2019 operating account and to deposit this amount into the Donations account to reimburse Donations for checks written for the projector project. This was seconded by Jim. The motion passed unanimously.

C. Staffing

The Library Director has received ten resumes and letters of interest for the Children's Librarian position. So far, the candidates appear very qualified and Mindy plans to interview six candidates. Justin is assisting Mindy with the interview process. A second round of interviews may be required.

D. Technology Committee

The Technology Committee met on February 11, 2019. The group is drafting a Technology Plan that will include a computer hardware replacement schedule that allows for better estimation of the operating budget for computer support and hardware. The Technology Plan will also address processes for recommending and funding new technology initiatives.

E. New Services

Both Kanopy and Universal Class on-line are now available to patrons! Mindy offered her thanks to the Friends for allowing the Library to pilot these services for our patrons.

F. Buildings and Grounds

1. The laminate tops on the book shelves in the adult fiction section have been removed and will be replaced by Tucker Interiors.
2. For a week in February, the fire alarm was not working correctly. This was due to an initial problem with Comcast and then a delay in getting Collins Electric to come to the Library to reset the panel. It was learned that the fire alarm relies solely on VoIP to call the Sunapee Fire Department. Best practice is to have two different protocols.

The addition of a hardwired telephone line to replace one of the VoIP would cost approximately \$300.00 in installation fees and \$37.00/month for the telephone line. Monitoring costs would remain at \$395.00/year. Mindy is learning about the costs associated with moving to a solution that uses the Internet for one of the calling protocols and a 4G solution for the second protocol, and expects to have a cost estimate shortly.

VI. Chair's Report

A. Abbott Library Trustee Meeting Schedule

At the January 29, 2019 Trustees meeting, a motion was made, which passed unanimously, to change the meeting schedule of the Trustees 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.

According to the By-Laws, "Regular meetings shall be held once a month on a day, time and location to be determined by the Board." (Article IV, section A). Therefore, the Trustees may change the meeting day, time and location without amending the by-laws.

Jim made a motion to change the Abbott Library Trustees meeting schedule to the third Thursday of the month, effective March, 2019. This was seconded by Terri. The motion passed unanimously.

B. Policies

The following policies need Board approval and will be reviewed at this meeting:

1. Safety Policy
2. Patron Service Policy

C. Abbott Library Trustee Alternate

On Monday, February 11, 2019, the Selectmen unanimously voted to reappoint Sharon Palmer as a Library Trustee alternate.

VII. Report from the Abbott Library Foundation

There was nothing to report from the Abbott Library Foundation as they have not met since the last Trustee meeting.

VIII. Report from the Friends of the Abbott Library

As was referenced earlier, Mindy reported that the Friends committed to funding the physical supplies for the Sunapee Middle School's story walk project.

Mindy also reported that the Friends are in the midst of planning programs (ex. Family Movie Night) and are beginning the planning for the Pancake Breakfast, which will be held (along with the Library's Book Sale) on July 13, 2019.

IX. Policy Committee – Policy Approval

1. Safety Policy

In reviewing the Safety Policy, Jim shared a Safety Policy Manuel from the NHLTA and Terri suggested that our insurance carrier may have suggestions for areas to consider in a policy of this nature. It was decided the Policy Committee would meet to discuss this policy further.

2. Patron Service Policy

Scott made a motion, seconded by Jane, to approve the Patron Service Policy for the Abbott Library, as amended. The motion passed unanimously.

X. Old Business/Other Business

The Office of Charitable Trusts reviewed all of the Town Cy Pres documents and has concluded that the matter has been resolved. The file has been closed. Terri will continue to follow up with the Library's attorney in regard to the gift language and how these monies may be used.

XI. Public Comment

John Augustine offered the following suggestions:

- In regard to the fire alarm system and the Safety Policy, John suggested the Fire Chief be consulted, as well as the insurance carrier.
- John suggested the Trustees reach out to other non-profits, such as Ausbon Sargent, LSPA, COA, etc., as they may be sources for ideas about bookkeeping resources. He also suggested that other non-profits might want to partner on obtaining this resource if they don't already have this type of professional support.
- John suggested the Trustees stay close to the discussions and outcome of the vote on the proposed Sunapee Elementary School Modernization plan as we do our longer term planning. Any changes that might occur with the school(s) offer an opportunity to determine what role the Library might play, what future demand might be, etc.

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 6:55pm.

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 Jim. Approved unanimously, the Trustee returned to public session at 7:56pm.

XIII. Adjournment

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

The meeting was adjourned at 7:56 pm.

Respectfully Submitted
Peg Lesiak, Secretary
February 23, 2019