

**Minutes of the Abbott Library Trustee's Meeting  
Abbott Library, Sunapee, NH  
March 21, 2019**

*In attendance were Trustees:* Carol Brudnicki, Chair, Jane Frawley, Vice Chair, Peg Lesiak, Secretary, Scott Rappeport and Terri White.

*Alternates:* Sharon Palmer, Jessica Warkentien

*Library Director:* Mindy Atwood

*Others:* John Augustine

**I. Chair's Remarks**

The meeting was called to order by Chair Carol Brudnicki at 5:30 pm, Thursday, March 21, 2019. Carol indicated Sharon Palmer would be sitting in for Susi Churchill and Jessica Warkentien would be sitting in for Jim Currier. Both Susi and Jim have an excused absence.

**II. Election of Officers**

**A.** Election of Chair – Sharon nominated Carol Brudnicki to be the Chair of the Board of Trustees. This was seconded by Jane. Carol accepted the nomination. This was unanimously approved.

**B.** Election of Vice Chair – Peg nominated Jane Frawley to be the Vice Chair of the Board of Trustees. This was seconded by Carol. Jane accepted the nomination. This was unanimously approved.

**C.** Election of Secretary – Sharon nominated Peg Lesiak to be the Secretary of the Board of Trustees. Carol seconded this nomination. Peg accepted the nomination. This was unanimously approved.

**D.** Election of Treasurer - the nomination for Treasurer of the Board of Trustees will be on hold until confirmation is received from Susi Churchill that she would accept the nomination. The Treasurer role will be vacant until this can be accomplished.

**III. Approval of Minutes**

*Scott moved to approve the minutes of the Abbott Library Trustee's Meeting of Tuesday, February 19, 2019, as submitted. Motion was seconded by Terri and unanimously approved.*

**IV. Treasurer's Report**

**A. Review/Approve Bill Manifest**

*Sharon made a motion, seconded by Jane, to accept the February 2019 Manifest of Bills. The motion passed unanimously.*

**B. Bookkeeper**

Following the discussion at the February 19, 2019 Trustee meeting of the need to find a resource with bookkeeping experience/skills, Terri suggested we outline the services required. Mindy will prepare an RFQ (Request for Quote) as these services will be contracted. A variety of approaches will be used to identify possible candidates, including contacting other non-profits, using advertisements, sharing this with other Town departments, etc.

**V. Director's Report - Mindy Atwood**  
Mindy highlighted her written report:

**A. Staff**

1. Mindy was very pleased to announce that she hired Joni Cushman as the Youth Services Librarian and she introduced Joni to the Trustee meeting attendees. Joni started on March 20, 2019 and will work on Wednesdays, Thursdays, Fridays and Saturdays for a total of 33 hours. She has a great blend of experience in the retail and publishing sectors as well as great enthusiasm for the mission of public libraries. The Trustees are encouraged to stop into the library and introduce themselves to Joni.
2. Mindy has submitted her application for the New England Library Leadership Symposium (NELLS). As discussed at the Trustee meeting on January 29, 2019, this is a five day intensive training program that fosters the mentoring and development of leaders in state and regional library associations. Mindy expects to hear if she has been accepted by the end of April.
3. There will be a staff meeting of the library staff on Tuesday, April 16 from 9-1. The focus will be on cross-training.
4. Due to recent changes in staff, 18 hours of a Library Aide II role remain unfilled. As this role supported/handled some of the children's programming and collection development, Mindy would like to set a goal of having someone hired to fill this role no later than the end of May in order to be fully staffed going into the busy summer season. The funding for this role is in the budget. After discussion, the Trustees agreed that the position should be filled and Mindy will move forward to accomplish that.

**B. Technology Group**

The Technology Group met on February 11. The group is drafting a Technology Plan that will include a computer hardware replacement schedule. This schedule will allow for better estimation of the operating budget line for computer support and hardware. The Technology Plan will also include an inventory of computer equipment and will address processes for recommending and funding new technology initiatives.

**C. New Services**

Both Kanopy and Great Courses On-line are now available to our patrons. In just one week, Kanopy had 35 downloads and, in just under a month, 15 Great Courses were viewed. Mindy again expressed thanks to the Friends for allowing the Library to pilot these services.

**D. Buildings and Grounds**

1. As discussed at the February 2019 Trustee meeting, a fire alarm issue led to the discovery that the Library relies solely on VoIP to call the Sunapee Fire Department, while best practice is to have two different protocols. Mindy has received a quote from Countryside Alarm Company and is actively pursuing a second quote from Tasco Security. At this point, it appears that VoIP and a 4G solution would require some upfront expenditure but would be more cost-effective, and a better solution in the long run vs. adding a hardwired telephone line.
2. Craig Heino has reviewed all relevant documents and should have the Library's building maintenance needs added to the Town of Sunapee's Building Maintenance Capital Reserve Plan by the end of the month. Mindy will share the plan with the Trustees at the next Trustee meeting.

3. New shelves for the oversized book collection will be ordered by the end of this week. This collection will be relocated next to the fireplace. This provides more shelf space for the Young Adult collection and will greatly increase the visibility of the oversized book collection. Shelves will be purchased with a combination of operating funds and with a donation made to the Foundation for the purpose of purchasing shelving.

## **VI. Chair's Report**

### **A. Sunapee Town Elections**

In the Sunapee Town elections on March 12, 2019, Carol Brudnicki and Terri White were elected as Library Trustees for three year terms. Both have been sworn in by the Town. Congratulations!

### **B. Policies**

The Policy Committee met and reviewed the Trustee By-Laws, the Public Record Policy, and the Safety Policy. They also created a Weapons Policy.

The By-Laws and the Safety Policy will be reviewed at this meeting. The Public Record Policy is being reviewed by our legal resources and the Weapons Policy will be discussed with Chief Cahill.

### **C. Library Director Evaluation**

Terri White and Carol Brudnicki met with Mindy and reviewed the Supervisory Performance Evaluation. The report has been turned in to Donna Nashawaty.

### **D. NHLTA Spring Conference**

The NHLTA Spring Conference is May 29, 2019. Members of the Board are encouraged to attend. As May 10<sup>th</sup> is the deadline for registering, Trustees who wish to attend should complete the form and get it to Mindy by May 3<sup>rd</sup>.

## **VII. Report from the Abbott Library Foundation**

The Abbott Library Foundation met on March 18<sup>th</sup>. Scott shared with the Foundation the work the Trustees are doing on the task/project list, as the Foundation continues to look for guidance on possible work they could fund.

A question was raised as to what areas the Foundation monies could support. Mindy indicated that for the purpose of providing clarity for donors, it has usually been stated that the Foundation generally supports building needs while the Friends generally support programming needs. This, however, is not a rigid requirement.

The Foundation continues to consider planning a mini-golf fund-raising event for later this year.

## **VIII. Report from the Friends of the Abbott Library**

April 10<sup>th</sup> is the next meeting of the Friends. Mindy shared that the Friends continue to sponsor a variety of programs. As an example, the Friends are sponsoring a range of programs, and staffing some of these, for the week of April school vacation (programs are being planned for April 22-25).

## **IX. Old Abbott Library – Update on Fund Status – Terri White**

Terri indicated that she is continuing to work with our attorney to get a legal opinion on how the money from the sale of the old Abbott Library can be used. This is not a quick answer and the attorney is going back to the documents/language regarding the original gift from Mrs. Abbott as well as the 1984 donations for the addition to the old Abbott Library. Once researched, our

attorney plans to review this with the Charitable Trust Office and will then provide his legal opinion. Terri is staying in touch as she would like to have a legal opinion to share at the April Trustee meeting.

**X. Policy Committee – Policy Approval**

**1. By-Laws**

As the most recent version of the By-Laws was not used in the Policy Committee’s review, this will be deferred for review/discussion at the April Trustee meeting.

**2. Safety Policy**

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

In the course of developing this policy, Carol shared that there are procedures that are missing from the Town Safety Manual that should be considered. A suggestion was made that it would be beneficial to work in concert with the Town Manager, other Town departments, and our insurance carrier on developing these key procedures. Carol will get in touch with the Town Manager to discuss this.

**XI. Strategic Planning Update – Peg Lesiak**

Terri, Mindy and Peg met on March 11<sup>th</sup> to discuss a possible framework and participants for a planning session to identify longer term goals for the Abbott Library. The framework and participant suggestions were reviewed with the Trustees, and a number of suggestions were made in regard to participants, incorporating prior survey data, the format of the session, and providing definitions of a strategic planning framework for the group. Terri, Mindy and Peg will meet again to develop further details and will begin to explore possible facilitator resources.

**XII. Planning Committee – Peg Lesiak**

The Planning Committee met on March 15<sup>th</sup> to review the task/project list developed at the February Trustee meeting. During the meeting, an approach for reviewing each item via a number of different factors (ex., priority, cost, funding, degree of difficulty, safety/security issue, etc.) was piloted and the committee was able to refine this as tasks were reviewed. The task list and the factors used were shared with the Trustees.

The current list has 23 items, and 11 were discussed/reviewed at the committee meeting. Another meeting will be scheduled to complete this review and to develop a possible method to prioritize the tasks. The outcome of this work will be presented to the Trustees at a future meeting.

At the committee meeting, it was suggested that three items could be tackled immediately. The basis for this recommendation was that these items related to a timeframe being critical, a safety issue, and a cost-saving factor. After discussing these with the Trustees, there was agreement by all to move forward on the three items.

**XIII. Technology Committee – Scott Rapoport**

As mentioned previously, the Technology Committee is drafting a five year technology plan, which includes a computer hardware replacement schedule. This schedule was discussed with the Trustees, as were some preliminary ideas for how funding might occur in the future. Having a hardware replacement schedule is extremely helpful to the Library Director and was very well-received by the Trustees.

#### **XIV. Old Business/Other Business**

- Carol shared that Jane Frawley has agreed to once again chair the Book Sale, for which all the Trustees are grateful! Jane indicated that Caitlin Clapp, chair of the Friends, has already started on advertisement. Jane will reach out to Jim Currier to get his input/suggestions for how to tackle the repair and/or replacement of the tables used for the book sale.
- Suzanne Tether raised a question to Carol about the outdoor lighting at the library, which appeared to be on all night. Mindy indicated that the lighting is on a timer, and she will check on the schedule.
- It was mentioned that the library website needs to be updated to reflect the change of day for the Trustee meetings.
- Terri shared that she had been asked to serve on the NHLTA Board. She indicated that she turned down this offer due to an already full plate of time commitments. The Board expressed their congratulations to Terri for being asked to serve!
- Mindy shared that she would be speaking on the topic of library fund-raising at the Morri-Hill-Rock Co-op on April 10<sup>th</sup>.
- Following up on a prior Trustee discussion regarding a plaque for the beautiful podium that Jim Currier built, Mindy shared that given all the many and various ways that John Wilson had served and supported the library, she was suggesting the plaque read “In Memory of John Wilson, an extraordinary library advocate”. The Trustees agreed with this suggestion, and discussed ways to appropriately publicize this.
- Mindy offered to present a “State of the Union” of the library to the Trustees. This would include an overview of all the library has to offer. There was unanimous support for this!
- Terri mentioned that she had been tracking the outcome of library warrant articles being voted on across the State and that none of the warrant articles had passed.

#### **XV. Public Comment**

John Augustine offered the following:

- The Town has a Safety Manual dated 2014. Given the discussion at the Trustee meeting on the Library’s Safety Policy, John suggested a collaborative effort between the Library and the Town could be beneficial for all. Carol is planning to reach out to the Town Manager.
- John indicated that while the Town has very detailed schedules relating to maintenance, buildings, vehicles, etc., it does not have a technology assessment/schedule. He suggested the Library could jump start that with the Town given the work the Library is doing in this regard.
- John shared that the Selectmen plan to begin talking about renewable energy and he inquired whether there had been any discussion of this nature when the new library was planned. Mindy believed there was a discussion and she will investigate this. Whether this would be a town-wide effort or a library effort is unclear, but John thought this might be something for consideration as the Trustees move forward with the longer term planning.

#### **XVI. Adjournment**

*Jane made a motion to adjourn, seconded by Sharon. This was unanimously passed.*

The meeting was adjourned at 7:30 pm.

Respectfully Submitted  
**Peg Lesiak, Secretary**  
March 23, 2019