

**Minutes of the Abbott Library Trustee's Meeting  
Abbott Library, Sunapee, NH  
April 18, 2019**

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

*Alternates:* Suzanne Tether, Jessica Warkentien (arrived at 6:20pm)

*Library Director:* Mindy Atwood

*Others:* John Augustine

**I. Chair's Remarks**

The meeting was called to order by Chair Carol Brudnicki at 5:31pm, Thursday, April 18, 2019. Carol indicated Suzanne would be sitting in for Susi Churchill and Jessica would be sitting in for Jim Currier. Both Susi and Jim have an excused absence.

**II. Election of Officers**

Election of Treasurer – Carol nominated Susi Churchill to be the Treasurer of the Board of Trustees. This was seconded by Peg. Susi had informed Carol that she would accept the nomination. This was unanimously approved.

**III. Approval of Minutes**

*Jane moved to approve the minutes of the Abbott Library Trustee's Meeting of Thursday, March 21 2019, as amended. Motion was seconded by Terri and unanimously approved.*

*Peg moved to correct the minutes of the Abbott Library Trustee's Meeting of February 19, 2019 to reflect the correct date of the January 2019 Trustee's meeting. Motion was seconded by Carol and unanimously approved.*

**IV. Treasurer's Report**

**A. Review of Financials**

Jane stated that the email process for alerting the Trustees when checks need to be signed was working well.

**B. Review/Approve Bill Manifest**

*Scott made a motion, seconded by Suzanne, to accept the March 2019 Manifest of Bills. The motion passed unanimously.*

**C. Bookkeeper**

Following the discussions at the February and March 2019 Trustee meetings, Mindy and Susi prepared a draft Request for Proposal (RFP) for a bookkeeping resource. The Project Summary description that Mindy prepared was reviewed.

*Terri made a motion to approve the Project Summary for the bookkeeping resource being sought. Motion was seconded by Jane and unanimously approved.*

Suzanne offered to contact the bookkeeper for Ausbon Sargent and Terri will contact NL Bookkeeping Services to see if there might be interest or ideas for candidates for this role.

**V. Director's Report - Mindy Atwood**

Mindy highlighted her written report:

**A. Staff**

1. Mindy has posted the job description for the Children's Library Aide on the NH State Library job blog and on the Vermont library job site. She has received seven resumes and has conducted one interview.
2. Mindy indicated that the library staff meeting, held on April 16, was very successful. The staff was cross-trained on a number of tasks and they reviewed the guidelines for tallying statistics on tech help, reference questions, etc. Written procedures now exist and will be a great source of reference.
3. Annual reviews were conducted by Mindy for Brian Gebo and Marcia Stansfield.
4. Mindy indicated that Joni's training is progressing very well. Joni is primarily focused on planning the summer library program. She is also learning about collection development and cataloging.

**B. Technology**

1. The Technology Group will meet on April 30th to discuss the strengths, weaknesses, opportunities and threats that relate to technology in the library. This session will help to inform the creation of a technology plan.
2. The library needs a new wireless printing solution. More and more patrons want to print wirelessly and Mindy anticipates that demand will continue to increase. Previously, the library paid Canon for a wireless service that worked through the patron's email, but Canon unexpectedly and significantly increased the cost of this service. Mindy's recommendation is to purchase a small, inexpensive printer with "air print" capabilities. This would be a solution that will bridge the need until such time as a new copier is needed.

*Terri moved to approve the expenditure of up to \$350.00 from Trust and Fines to purchase a new printer with "air print" capabilities. Motion was seconded by Suzanne. The motion passed unanimously.*

**C. Right-to-Know Training and Regional Trustee Meetings**

1. There will be a Right-to-Know training session with the Town Attorney on Tuesday, May 7<sup>th</sup> at 7:00pm in the Town Meeting Room. Trustees are strongly encouraged to attend.
2. Mindy shared that the NHLTA offers Regional Meetings for Trustees. There is one in Warner on May 1, from 5:30 – 7:30 pm. Mindy suggested these meetings are good opportunities to share and hear what other trustees are doing.

**D. Buildings and Grounds**

1. Following up on a question raised about the parking lot lighting at night, Mindy reported that the parking lot lights are programmed to turn on at "sunset" and turn off at 10:30pm.
2. The library has been dealing with an ant infestation since the third week in February. Craig Heino sprayed and put down traps but by the end of March, professional exterminators were called in. This will be monitored and treated as needed.

3. Craig Heino continues to work on adding the library building needs to the Town of Sunapee's Building Capital Reserve Maintenance schedule. Related to this, Craig got a second quote from Tasco Security for the maintenance of the fire and burglar alarm. The quote was significantly higher than the quote from Countryside, so Craig is working with Tasco to see if they are able to reduce their quoted costs.
4. Following up on the task list item to create a barrier on the lower library parking lot (left side if facing the building entrance) to prevent cars from rolling down the embankment, Mindy reported that large rocks have been placed there. This is a very good, no-cost solution.

#### **E. Summer Programs**

1. Joni is hard at work planning the library's Summer Program. The national theme this year is "A Universe of Stories". The program will kick off with an event at the library on June 26<sup>th</sup> and with a performance on July 24<sup>th</sup>. In addition to these two events, Joni has arranged for a mobile planetarium presentation from the McAuliffe-Shepard Discovery Center to take place at the Sherburne Gym (must be held there due to ceiling height requirements). In addition, the library will partner with The Livery to host a puppet show, at the Livery, on July 17<sup>th</sup>.
2. The library will run once again the Summer Service Club for middle school students. The sign-up will begin in the middle of May. Returning volunteers will be given priority, and enrollment will be capped at 15.
3. In partnership with Katie Flint, who is a Sunapee Middle School teacher, and Sara Bennett, a high school English and Women's Studies teacher, Mindy is planning to offer a Girls' Leadership Symposium from July 29 to August 1. Curriculum is being finalized.

#### **F. Library Overview**

Mindy provided an excellent overview of all that Abbott Library has to offer. She shared her guiding principles for the library, as well as all the products, services and programs offered. She reviewed the technology used by the staff to do their jobs as well as the technology capabilities offered to patrons. Mindy discussed various statistics on circulation (comparing 2014 – 2018 numbers and the numbers for print vs. digital). Mindy remarked on the dedication and quality of the staff and how well they work together. Overall, it was a very informative presentation which the Trustees greatly appreciated. It was suggested that Mindy consider taking this presentation "on the road", to inform other groups of all the library has to offer.

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

#### **A. Policies**

The Policy Committee met and reviewed the By-Laws, the Public Records Policy, and the Weapons Policy. These revised documents will be discussed at this meeting.

In addition, Carol met with Donna Nashawaty to give her the information on the Safety procedures that the Trustees had obtained. Donna will give this to the Town's committee.

#### **B. Treasurer**

As announced earlier in this meeting, Carol was in contact with Susi Churchill since the March Trustees' meeting, and Susi agreed to continue as the Treasurer if nominated and elected.

**C. NHLTA Spring Conference**

The NHLTA Spring Conference is May 29, 2019. Members of the Board are encouraged to attend. Trustees are to have their applications in to Mindy by May 3<sup>rd</sup>.

**D. Application for Alternate**

Suzanne Tether has completed the application to be re-appointed as an Alternate to the Abbott Library Board of Trustees.

*Jane made a motion to recommend Suzanne Tether to the Town of Sunapee Selectmen for re-appointment as an Alternate for the Abbott Library Trustees. Terri seconded the motion and it was unanimously approved.*

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

The Abbott Library Foundation did not meet since the last meeting of the Abbott Library Board of Trustees.

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

The Friends of the Abbott Library are gearing up for the July pancake breakfast. They are also planning for their annual meeting in October. At the end of May, the Friends will conduct their annual appeal.

Mindy reiterated how excited everyone is for the programs the Friends are sponsoring and supporting next week during the Sunapee School vacation. It appears it will be a great week of very interesting learning activities.

**IX. Policy Committee – Policy Approval**

**1. By-Laws**

A number of suggestions were made for edits to the By-Laws. Questions raised will be researched and the outcome will be discussed at the May Trustee meeting. A request was made to have the insurance carrier, Primex, meet with the Trustees to clarify what coverage exists for signatories.

**2. Public Records Policy**

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

**3. Weapons Policy**

*Terri made a motion, seconded by Jessica, to approve the Weapons Policy, as submitted. The motion passed unanimously.*

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

Terri indicated that the attorney has asked for additional information (ex., donation records). More research needs to be done before the attorney reviews the information with the Charitable Trust Office. Terri will continue to stay on top of this topic.

**XI Book Sale**

Jane indicated that Bill Royce is looking forward to working with whoever is designated on the repair of the tables needed for the book sale. Jessica shared that the high school has a Community-based STEAM (science, technology, engineering, art, and math) organization looking for projects. Jessica will reach out to this group to determine if this might be a project of interest.

Advertising for the book sale (and related events) has begun. Following decisions made last year in regard to using book sale profits to cover advertising costs, the Trustees agreed this would be a good approach going forward.

*Scott made a motion that the annual advertising expenses for the Abbott Library Book Sale be drawn from the Trust & Fines Account. Carol seconded the motion and it passed unanimously.*

**XII. Planning/Task Committee – Peg Lesiak**

The Planning Committee met on April 5<sup>th</sup> to finish the review of the task/project list developed at the February Trustee meeting. Hand-outs were distributed on the current status of the tasks, with recommendations from the committee for managing/consolidating/redefining certain tasks. Due to time constraints, this topic will be discussed in more detail at the May Trustee meeting.

**XIII. Strategic Planning Committee – Peg Lesiak**

Terri, Mindy and Peg met on April 3<sup>rd</sup> to continue refining the draft agenda for a strategic planning meeting. A revised agenda was prepared as well as a document for discussion with a facilitator, outlining key points the facilitator would need to understand in regard to what was important to the Trustees in conducting this meeting.

Due to time constraints, it was agreed Peg would send these two documents to the Trustees following this meeting. These documents will be reviewed and discussed at the May Trustee meeting.

**XIV. Technology Committee – Scott Rappeport**

Scott indicated that work is continuing on developing the Technology plan. The goal is to have the plan drafted for discussion at the May Trustee meeting.

**XV. Old Business/Other Business**

None.

**XVI. Public Comment**

None.

**XVII. Adjournment**

*Peg made a motion to adjourn, seconded by Jessica. This was unanimously passed.*

The meeting was adjourned at 7:45 pm.

Respectfully Submitted  
**Peg Lesiak, Secretary**  
April 22, 2019