

Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
January 16, 2018

In attendance were Trustees: Terri White/Chair, Carol Brudnicki/Vice Chair & Secretary, Susi Churchill/Treasurer, Jane Frawley, and Tom Mickle.
Scott Rappeport filling in for Denise Bressette who had an excused absence.
Suzanne Tether filling in for Jim Currier who had an excused absence.

Library Director: Mindy Atwood
Alternate Trustees: Sharon Palmer

I. Chair's Remarks

Meeting was called to order by Chair Terri White at 5:31 PM Tuesday, January 16, 2018

II. Approval of Minutes

The spelling of Lindsay Walkinshaw, and Mindy Atwood in the Dec 19, 2017 minutes were corrected. Also corrected was that it is Tom Mickle who will not be seeking reelection. Jim Currier's term is not up for reelection.
Scott Rappeport moved to approve the corrected minutes of Abbott Library Trustee's Meeting of Tuesday, December 19, 2017 Motion was seconded by Susi Churchill and unanimously approved.

III. Report from the Friends of the Abbott Library

Terri White and Mindy Atwood attended the last Friends meeting. Mindy's request for program funding was approved. Included was a Universal class program. Terri mentioned how much we appreciate the Friends and all they do to aid the library and support its programs.

IV. Report from the Abbott Library Foundation

No report. They are meeting tomorrow (Wednesday, Jan 17)

V. Treasurer's Report

A. Review of Financials

Susi Churchill reported that all accounts are reconciled. We are current with the Town stipend.

B. Review/Approve Bill Manifest

Jan Frawley moved we accept the Jan 2018 Manifest of Bills report of all bills entered Dec 2017. The motion was seconded by Terri White and approved unanimously.

VI. Directors Report .Mindy Atwood

Mindy mentioned that the NH Interlibrary loan is still down. This is causing Justin Levesque to spend a lot more time on interlibrary loan items.

We will end the 2017 year under budget due mainly to unexpended payroll and benefits expenses.

When long stretches of cold are forecasted the unoccupied temperature will be changed from 64 to 68 degrees. This will result in less "down" time and keep the monitor from automatically shutting off.

The library is required to have two staff members present in order to open and operate. If there is inclement weather and library workers do not feel safe driving in to work the library will be closed. This will be announced via a sign on the door, Twitter, Facebook, and the web site.

There has been no response from Therapy Dog Intentional concerning our questions on the paper work they requested to be filled out.

VII. Chairs Report

Jane Frawley, Tom Mickle, and Denise Bressette terms as Trustees expire in March. Scott Rappeport and Jane Frawley will be submitting their names for Abbott Library Trustee positions in the 2018 election 2018. Tom and Denise have chosen not to run. One additional Trustee will be needed.

Sharon Palmers term as Alternate Trustee expires soon. *Suzanne Tether moved we reappoint Sharon Palmer as Alternate Trustee. Motion was seconded by Scott Rappeport and unanimously approved.*

Sharon's application along with these minutes will be submitted to the towns Selectmen for their approval.

Thank you notes for the Christmas bags from some of the library staff were received.

The town's deliberative session is Feb 6th at 7:30. The Trustees are encouraged to attend and support the Library's budget and the Warrant article concerning the Cy-Pres agreement. One of the warrant articles the selectmen have included concerns building a ramp at the Old Abbott Library.

The Friends have scheduled the annual Pancake Breakfast for Saturday, July 14th. The Trustees will hold our book sale the same date. Mindy Atwood will contact COA to see if they are holding a book sale this year. Suggestion was made that we work closer with the Friends in advertising and promoting the book sale.

VIII. Old Abbott Library

The Trustees reviewed the draft of questions and answers concerning the Cy-Pres agreement that we have been working on. This document is for the Trustees use and clarifies our responsibilities. After much discussion it was decided that Terri White and Mindy Atwood would review and reword the document taking into consideration comments made. Emphasis will be made on noting that the Trustees are legally required to see that donations are used as they were intended.

Scott Rappeport made a motion that we allow Terri White and Mindy Atwood to update the Cy-Pres questions and answer sheet. Jane Frawley seconded the motion. Motion was unanimously approved.

The plan is that the revised draft be sent out to the Trustees prior to next meeting so they can review and be prepared to comment on the draft at the meeting.

IX. Old Business/Other Business - none

X. Public Comment - none

XI. Adjournment to Non-Public Session 91-A:3 IIa – The dismissal, promotion or compensation of any public employee

Terri White made a motion to adjourn to a non-public session and seconded by Scott Rappeport. By roll call vote, the Trustees voted to adjourn to a Non-Public Session under 91-A:3 II(a) and 91-A:3 II(b) at 6:58PM.

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

Carol Brudnicki made a motion to resume public session, seconded by Scott Rappeport. Approved unanimously, the Trustees returned to public session at 7:33PM.

XII. Adjournment

Tom Mickle made a motion to adjourn, seconded by Suzanne Tether and unanimously approved. The meeting was adjourned at 7:34 PM.

Respectfully Submitted
Carol Brudnicki, Secretary
January 18, 2018