

**Minutes of the Abbott Library Trustee's Meeting  
Abbott Library, Sunapee, NH  
November 20, 2018**

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

*Alternates:* Jessica Warkentien

*Library Director:* Mindy Atwood

**I. Chair's Remarks**

The meeting was called to order by Chair Carol Brudnicki at 5:31pm, Tuesday, November 20, 2018. Carol indicated that Jessica Warkentien would be sitting in for Jim Currier. Jim Currier has an excused absence.

**II. Approval of Minutes**

*Terri moved to approve the minutes of the Abbott Library Trustee's Meeting of Tuesday, October 16, 2018 as submitted. Motion was seconded by Susi and unanimously approved.*

*Scott moved to approve the minutes of the Abbott Library Trustee's Meeting of Tuesday, October 30, 2018 as submitted. Motion was seconded by Jessica and unanimously approved.*

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

Scott reported that the Foundation is meeting next week. He indicated they are looking for guidance from the Trustees to help the Foundation plan future campaigns to raise funds. Scott said he had requested a timeline on when they would be soliciting contributions. It was shared that the Foundation does a "soft ask" in a Fall newsletter and that their fundraising is usually geared to an event they would hold.

**IV. Treasurer's Report**

**A. Review of Financials**

All accounts have been reconciled and the Town funding is now current.

**B. Review/Approve Bill Manifest**

*Terri made a motion, seconded by Peg, to accept the October 2018 Manifest of Bills. The motion passed unanimously.*

**C. Operating Account Balance**

Mindy shared that the Town reiterated that the Library does not give back any unspent operating monies from the budget at year-end; however, any unspent salary dollars do go back to the Town. The town's auditors confirmed that this is consistent with all the other libraries with which they do business. The Auditors also informed Mindy that it is considered good practice to keep two months of operating money on hand.

In regard to a past issue where donations had been posted incorrectly within the Library accounts, the Auditors indicated it would be too costly to try to track down those dollars vs. unexpended dollars within the operating checking account. Mindy is going to look into these unexpended donations and come back to the Trustees with a recommendation.

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

Mindy highlighted her written report:

**A. Collection Development**

Over Veteran's Day weekend, with the help of some fantastic volunteers, the adult fiction and non-fiction was rearranged, and large print books were moved. This change allows series to be shelved together and provides better access to the large print collection. In addition, the materials budget is on track for 2018. Staff members have done an excellent job managing their portion of this budget.

**B. Programming**

The Family Movie Night, hosted by the Friends, was a huge success! 84 people were in attendance. Also, all seats were filled at the Make Your Own Centerpiece event, led by Allioops!, also sponsored by the Friends. Given how quiet it usually is in December, the Book Group and Movie Group will not meet that month.

**C. After School Kids (ASK) Program**

Attendance on Thursdays has decreased due to the afterschool drama club that is currently in session at the Sunapee elementary school. Since the third week in October, there have been fewer than five students at the Thursday program. Attendance on Monday and Wednesday remains steady.

**D. Building and Grounds**

1. There are no updates on the Library sign to date.
2. Mindy met with Scott Hazelton and Craig Heino to discuss the inclusion of the library in the Town of Sunapee's Building Maintenance Capital Reserve Plan. In January, Craig will catalogue the library building's systems and create a schedule for replacement/updates. Examples of what will be included on this Reserve Plan are carpet replacement, parking lot overlay, roof, etc.
3. Scott expressed a willingness to have his staff construct a shed in the summer of 2019. The Library would pay for materials but not the labor. It is anticipated the cost will be less than \$10,000.
4. A second pump for the heating system has failed. This pump is for the supplement heating system. The recommendation from both ARC Mechanical and Craig is to replace the pumps with a different model. In addition, Mindy learned that the pH of the water in the radiant heat system is high, requiring the system be flushed. Going forward, the pH should be tested annually.

The cost to replace the pumps is \$3,100.00 per pump. The cost to flush the system is \$5,000.00.

Mindy recommended we replace all three pumps. She will follow up to get additional information on the warranty on the new pumps. The Trustees discussed asking the Foundation to fund the purchase of the three pumps. It was indicated that if the Foundation was interested in funding this, there would need to be a Public Hearing. This could be done at the next Trustee meeting on December 18, 2018.

As for the funds to cover the cost to flush the system, Mindy presented different options. After a review by Mindy of various line items in the 2018 budget, the Trustees were most comfortable with the option of shifting money from under-spent line items.

*Terri made a motion, seconded by Jessica, to take \$3500 from the Donations account, \$700 from the copier lease budget, and \$800 from Trust & Fines, for a total of \$5000 to pay for the radiant heat system flush. The motion passed unanimously.*

*Peg made a motion, seconded by Jane, for Scott to speak with the Abbott Library Foundation about funding the project to replace the three heat system pumps. The motion passed unanimously.*

**E. Finances**

Mindy submitted all requested materials to the auditors. The report is not available usually until the spring.

Mindy attended the all day Advisory Budget Committee (ABC) meeting on November 2. She will attend another meeting on November 19. As a town department head, the Director of the Library is required to be a member of this committee and attend these meetings.

**F. Information Technology**

Mindy has implemented a much more accurate method to count wireless users. Those statistics will be available at the December Trustee meeting.

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

The annual meeting of the Friends was held on October 24, 2018. The Trustees who were able to attend reported that it was a great evening, with a very good presentation about Sanctuary Ice Cream.

**VII. Cy Pres Update – Terri White**

Terri shared that a draft deed for the old Abbott Library was included in the materials for the Selectmen’s meeting on November 19, 2018. As the Sellers of the building, the Selectmen will need to review the deed.

**VIII. Director Review/Staff Questions – Jane Frawley**

Jane provided background on the work of a small committee (Jane, Peg and Suzanne) to prepare for the Library Director’s review. She indicated that the Library Director role is subject to the Town’s Supervisory review form, which contained a number of areas that are not usually observable by the Trustees (ex. – those items involving the day-to-day leadership of the library staff). In order to provide accurate, timely and constructive feedback, a recommendation and process was discussed to obtain input from the library staff.

Peg reviewed the approach and format to solicit feedback from the staff. Mindy’s participation/role in the process was also discussed. As this is a new process for the staff, ensuring their understanding of the rationale as well as how their input would be handled confidentially, is of utmost importance. Jessica suggested a way to solicit feedback via an online feedback tool. Jessica will join this committee.

*Scott made a motion, seconded by Susi, to implement the feedback request process with the library staff, using Google Forms, in order to complete the Library Director’s 2019 evaluation. The motion passed unanimously.*

**IX. Planning Committee – Peg Lesiak**

Due to time constraints, this agenda item will be discussed at the December 18, 2018, Trustees’ meeting.

**X. Technology Committee**

The Technology Committee met, with Scott and Mindy in attendance. The committee identified areas in which the library is strong, and has some ideas on areas to be strengthened. These will be shared as part of the upcoming planning discussion.

**XI. Chair's Report - Carol Brudnicki**

**A. Sugar River Safety Deposit Box**

Terri and Carol emptied the Sugar River Safety Deposit Box. All items were inventoried and placed in the safe located in the library. Terri returned the keys to Sugar River Bank and terminated our rental of the safe deposit box.

**B. ABC Committee meeting**

Terri, Scott, Suzanne and Carol attended the ABC committee meeting on November 2, 2018. The main concerns involved the difference in the full time salaries between 2016 and 2017. This was due to the departure of the librarian and the time it took to fill the role. As was noted earlier, the Town Manager mentioned that all Library operating funds are to remain in the Library's accounts, and any unpaid salary funds remain in the Town's accounts.

**C. Policy Committee**

The following policies need board approval:

- a. Technology Policy
- b. Patron Service Policy
- c. Safety Policy
- d. Facility Maintenance Policy
- e. Public Record Policy

**D. Additional Trustee Meeting – January 29<sup>th</sup>, 2019**

This additional meeting will be used to move forward on a number of issues, including Policy approvals, planning, etc. The Trustees will still meet on the third Tuesday in January and February, 2019.

**E. Holiday Gifts for Staff**

Jane and Sharon will work on preparing holiday gifts for the Library staff by Dec. 19<sup>th</sup>. Trustees should get gifts and/or cash to Jane.

**XII. Old Business/Other Business**

Terri suggested that for the December Trustees' Meeting, the speakers coming to discuss the Sunapee Elementary school should be first on the agenda due to the number of agenda items we need to cover.

Both Terri and Carol's terms as Library Trustees expire in 2019. Both indicated they will run again. Carol will reach out to Jim Currier to discuss his plans and desires to remain as a Trustee (Jim's term expires in 2020).

**XIII. Public Comment**

None.

**XIV. 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, seconded by Terri. By roll call vote, the Trustees voted to adjourn to a Non-Public Session under 91-A:3 II(a) at 7:17 pm.*

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

*Terri made a motion to resume public session, seconded by Scott. Approved unanimously, the Trustees returned to public session at 7:42 pm.*

**XIV. Adjournment**

*Scott made a motion to adjourn, seconded by Susi. This was unanimously approved.*

The meeting was adjourned at 7:42 pm.

Respectfully Submitted  
**Peg Lesiak, Secretary**  
**November 24, 2018**