

**Minutes of the Abbott Library Trustee's Meeting  
Abbott Library, Sunapee, NH  
December 18, 2018**

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

*Alternates:* Suzanne Tether, Sharon Palmer

*Library Director:* Mindy Atwood

*Others:* Arlene Adams, Jesse Tyler, Russ Holden

**I. Chair's Remarks**

The meeting was called to order by Chair Carol Brudnicki at 5:30pm, Tuesday, December 18, 2018. Carol indicated that Suzanne Tether would be sitting in for Jim Currier. Jim Currier has an excused absence.

**II. Elementary School Building Committee presentation**

Jesse Tyler, Sunapee School Board Chair, and Russ Holden, Superintendent of Schools, presented an overview of the Elementary School Modernization plans/proposal. This included information regarding the current issues with the building, the proposed cost to modernize, drawings of proposed renovations, and numerous hand-outs on demographics, enrollment data, etc. A number of questions were raised and discussed. Town residents will be voting on this proposal March 8, 2019.

**III. Approval of Minutes**

*Terri moved to approve the minutes of the Abbott Library Trustee's Meeting of Tuesday, November 20, 2018 as submitted. Motion was seconded by Suzanne and unanimously approved.*

**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 November 2018 Manifest of Bills. The motion passed unanimously.*

**V. Public Hearing on accepting funds from the Abbott Library Foundation**

The Public Hearing on accepting funds from the Abbott Library Foundation began at 6:30pm. The funds are being offered by the Foundation to cover the cost of replacing three pumps for the heating system and the associated labor involved with the replacement. This followed a recommendation by Craig Heino and ARC Mechanical to replace the pumps with a different model since two of the pumps had already failed.

*Carol moved to accept up to \$10,000.00 from the Abbott Library Foundation to cover the cost for the purchase of pumps and the associated labor. The motion was seconded by Jane and unanimously passed.*

*Terri made a motion to close the Public Hearing at 6:32pm. Peg seconded the motion. The motion passed unanimously.*

## **VI. Director's Report - Mindy Atwood**

Mindy highlighted her written report:

### **A. After School Kids (ASK) Program**

Mindy posted a temporary job opening for an ASK Coordinator. To date, no resumes have been received. Mindy shared the job description for this temporary position with the Trustees.

*Scott made a motion to approve the temporary Library Aide position. Carol seconded the motion and it passed unanimously.*

### **B. Building and Grounds**

1. The Abbott Library sign on the front of the building has been replaced.
2. On December 11 ARC initiated the flush process on the radiant heat system and installed three new pumps. In addition to past pump failures, corrosion was also found on one of the pumps. Mindy is continuing conversation with Scott Hazelton regarding any recourse to be pursued (ex., insurance claim, compensation from the pump manufacturer, etc.).

### **C. Information Technology**

1. On December 4, the library was without internet capability. It was determined that the battery back-up was compromised due to a power surge. The server was fine; however, a new battery back-up needed to be ordered. This negated the \$800.00 in the Computer Support and Hardware budget line that the Board had hoped to apply toward the cost of the heating system flush.

*In follow-up to the November 20, 2018 Trustee meeting, Jane made a motion that \$800.00 from Trust & Fines previously allocated for the heating system flush is hereby allocated for payment of a technology invoice. The motion was seconded by Susi and unanimously passed.*

2. Four public computers have been replaced with computers that were formerly staff computers. Now, four computers run on Windows 7 and four run on Windows 10. All staff computers run on Windows 10.

### **D. End-of-Year Budget**

End-of-year spending is being carefully managed. Mindy expects to know by the last week in December how much will remain in the operating account. This will inform the Trustees of exactly how much will need to be taken from the Donation Account to pay for the heating system flush.

*Carol made a motion to encumber the balance of the 2018 Operating Account to pay the invoice for the radiant heating system flush. Terri seconded the motion and it was passed unanimously.*

### **E. Volunteer Highlight**

By the end of 2018, the total number of Abbott Library volunteer hours will be more than 2,000. Steve Nilsen, our technology volunteer, has spent 165 hours of his time this year supporting the library's technology needs. If we were to pay our technology vendor for the 165 hours of work, it would cost \$18,150. The Trustees and Mindy expressed their sincere gratitude for the time that Steve and all the Abbott Library volunteers offer to our library.

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

Arlene Adams, chair of the Abbott Library Foundation, shared the following with the Trustees:

1. The Foundation’s newsletter was sent out with an envelope for donations.
2. The Foundation has an opening on their Board
3. The success of the Mini-Golf tournament, held at the Library as part of Sunapee’s 250<sup>th</sup> celebration, was such a success that the Foundation is considering sponsoring this again as a fund-raising event. As part of this discussion, Arlene requested that the Trustees provide the Foundation with the short-term and long-term goals for the Library so that the Foundation can plan accordingly. The planning by the Trustees will begin in 2019.
4. A suggestion was made that there be a discussion between the Town, the Foundation, and the Library regarding each entity’s responsibilities in regard to financial issues. It was agreed that this needed to be clarified.

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

Mindy indicated that the next meeting of the Friends is January 9, 2019. At this meeting, Mindy will present a list of funding requests for the Friends’ Board to consider.

**IX. Chair’s Report - Carol Brudnicki**

**A. Sunapee Board of Selectmen meeting – Sale of old Abbott Library building**

Carol shared that the November 19, 2018 minutes of the Board of Selectman meeting stated that “Donna Nashawaty presented the Board with the first draft of the Abbott Library deed, which contains the items that were discussed at the public hearing to preserve the building. The Historical Society is reviewing the draft deed with their attorney.”

The December 3, 2018 Board of Selectmen minutes state that the deed of the Abbott Library “was changed to include the second time capsule and the Attorneys are now talking to each other.”

(NOTE: see Section XIII of these minutes for an update on the sale of the old Abbott Library building).

**B. Town Budget meetings**

The Town Budget meeting will be held January 8<sup>th</sup> at 7pm at the Town Hall. The Town Deliberative Session will be held Feb. 5<sup>th</sup> at 7pm at the Sunapee Middle High School. Trustees are encouraged to attend these meetings to support the Library’s proposed budget.

**C. January Trustee meeting – January 29<sup>th</sup>, 2019**

Due to not having a quorum for the Trustee meeting scheduled for January 15, 2019, the next Abbott Library Trustee meeting will be held on January 29<sup>th</sup>, 2019.

**D. 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

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

On December 8, Jessica sent a draft survey (designed to solicit feedback from the Library staff on the Director’s performance in areas not observable by the Trustees) to Carol and the Director Review committee for their review. Suggestions on the rating scale were provided and the committee needs to meet once more to finalize this feedback tool. Jane will schedule this meeting quickly.

At the January 29, 2019 Trustee meeting, Mindy’s review will be discussed by the Trustees in Non-Public Session. By January 25, Mindy will provide the Trustees with her list of accomplishments. In advance of the January 29<sup>th</sup> meeting, Carol will provide all Trustees with a copy of the Town performance review document so that the Trustees can review this and be prepared for the discussion on Jan. 29<sup>th</sup>.

*Peg made a motion for the Chair of the Abbott Library Board of Trustees to take the first pass on the Director’s review. Jane seconded the motion and it passed unanimously.*

**XI. Planning Committee – Peg Lesiak**

Due to time constraints, this agenda item will be discussed at an upcoming meeting of the Trustees.

**XII. Technology Committee**

The Technology Committee met on December 17, 2018. The Committee is preparing a three year plan document on technology needs they project for the Library. This will be very useful in the upcoming overall planning discussions.

**XIII. Old Business/Other Business**

1. Mindy received an email from the Town Manager stating that the closing on the old Abbott Library building will take place on January 14, 2019 at 6:45 pm at the Town Hall. Terri will reach out to the library’s attorney to discuss what account needs to be established to receive the proceeds from the sale.
2. Carol shared that Jim Currier will be attending the Trustee meetings again beginning in January 2019.
3. Scott requested that a discussion be held at an upcoming Trustee meeting regarding changing the night of the week of the Trustee meetings. As the library is closed on Tuesdays, these Tuesday night Trustee meetings require the Director to come in on a day off. Terri explained the history of having the meeting on Tuesdays. This will be on the next meeting agenda.
4. Mindy indicated that she did further work on the re-coding issue for the Donations account. She shared that the issue is very complex and she was not comfortable moving forward with a recommendation to the Trustees. Mindy will review her findings with the Auditors to get their counsel on moving forward.

**XIV. Public Comment**

None.

**XV. Adjournment**

*Jane made a motion to adjourn, seconded by Suzanne. This was unanimously approved.*

The meeting was adjourned at 7:48 pm.

Respectfully Submitted  
**Peg Lesiak, Secretary**  
**December 20, 2018**