

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

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

Alternates: Sharon Palmer, Suzanne Tether, Jessica Warkentien

Library Director: Mindy Atwood

I. Chair's Remarks

The meeting was called to order by Chair Carol Brudnicki at 5:30 pm, Tuesday, October 16, 2018. Carol indicated that Jessica Warkentien would be sitting in for Jim Currier. Jim Currier has an excused absence. Carol also indicated that Sharon Palmer would be sitting in for Jane Frawley until Jane arrived, which she did at 6:23 pm.

II. 2019 Budget

The second review of the draft 2019 budget was conducted, focusing on the follow up items from the first review held on September 18, 2018.

- A. Building Repair & Maintenance (#430) – Mindy met with Scott Hazelton in regard to how the Town of Sunapee's Building Maintenance Capital Reserve Plan operates. It became clear that the library was not included on the long term plan for this fund for future large expenditures (ex., roofing needs, carpet replacement, etc.). Mindy is meeting with Scott on Oct. 17, 2018 to review potential future expenditures in order to put the library on the town's Building Maintenance Capital Reserve Plan's long term schedule. As for the 2019 budget, Scott recommended a 2% increase be factored into this budget line item.

Terri indicated that she believes this fund is different from an emergency fund that might be tapped for unexpected, smaller issues (ex., the pump failure that occurred earlier this year). The town recommended to Mindy that an insurance claim be filed for the pump issue.

- B. Insurance (#520) – No information has been received to date from the town's Finance Director on the actual coverage and cost.
- C. Accounting Fees (#62110) – Terri contacted our attorney (Bob Wells), who recommended an amount for this budget item. Bob also provided the names of two accountants who could do the type of work that may be required should the sale of the old Abbott Library building occur.
- D. Legal Fees (#62140) – It was determined that the dollar amount for this line item in the current 2019 budget draft is appropriate.
- E. Software (#802F) – Mindy indicated that the dollar amount in the current 2019 budget draft is appropriate for this line item.
- F. Payroll and Benefits – Mindy received the numbers needed for this line item from the town's Finance Director. The Benefits category includes a 10% increase in insurance costs. This amount could change pending a decision by the Selectmen as to whether the town will pay the full cost for employees or whether they will institute a cost-sharing arrangement with employees. Currently, the town pays the premiums for insurance and the town employees have a co-pay.

Sharon moved to approve the 2019 non-salary budget expenses of \$103,556.09, seconded by Scott. The motion was unanimously approved. .

- G. Following up on a discussion at the last Trustee meeting (Sept. 18, 2018), Mindy provided additional information in regard to converting a current part-time position (34 hours) to a full time Emerging Technologies position (adding 6 hrs. plus benefits). Mindy shared a presentation on peer libraries and how Abbott Library compared in terms of local government revenue, total revenue, total staff expenditures, and total expenditures. In addition, she provided the total expenditure (salary and benefits) the additional hours would add to the current budget.

Procedurally, it was clarified that the trustees would need to approve the addition of this new role and approve the budget with the added expenditure. The next step would be for the Town to include a warrant article in regard to this new position in the budget for the March 2019 town vote.

Carol moved to approve the addition of an Emerging Technologies position, by changing a 34 hour role to 40 hours. Jane seconded the motion.

During discussion of this motion, a few trustees indicated they would like additional time to consider this issue. As a result, Carol withdrew the motion and Jane withdrew her second of the motion. This will be discussed at an upcoming meeting.

The next budget meeting for the Abbott Library Trustees is October 23, 2018 at 6:30 pm.

The town budget meeting is November 2, 2018.

III. Approval of Minutes

Terri moved to approve the minutes of the Abbott Library Trustee's Meeting of Tuesday, September 18, 2018. Motion was seconded by Scott and unanimously approved.

IV. Treasurer's Report

A. Review of Financials

All accounts have been reconciled. As of October, the Town funding for August, September and October has been received.

B. Review/Approve Bill Manifest

Peg made a motion, seconded by Susi, to accept the September 2018 Manifest of Bills. The motion passed unanimously.

V. Director's Report - Mindy Atwood

Mindy highlighted her written report:

A. Community Partnering

1. An incredibly successful event occurred at the library on October 9 with YA author Rob Buyea. 123 Sunapee School District students in grades 4-7 listened to this very engaging author speak about the writing process. Each child received a copy of his book, "The Perfect Secret", which he personally signed for them. Many thanks go to the Friends of the Abbott Library for their generosity in purchasing the books for this event. Mindy shared that she received a call from one parent who was amazed at the impact this had on her child, indicating that having previously shown little interest in reading, the child was now very excited about this author and the new book!
2. Superintendent Russ Holden offered to talk with the Board of Trustees about the plans for a new elementary school. The Trustees agreed and this will be scheduled for the December Trustees meeting.

B. Staffing

1. Nancy's six month review in her Library Aide III position has been completed.
2. The Selectmen voted to make Monday, December 24, a paid holiday for all town employees. Due to a prior decision by the Trustees and as a result of the Selectmen's vote, there is an extra paid holiday that could be granted to library staff. The Trustees discussed having the library close early on New Year's Eve, 2018.

Scott moved to have the library operate from 9am to 12pm on December 31, 2018. This was seconded by Susi. The motion passed unanimously.

C. After School Kids (ASK) Program

Mindy indicated there have been a couple of behavioral problems during the ASK program. The staff is now keeping a log of problems that occur, the child involved, and the actions taken by the staff as a result of the problem.

Attendance has been as expected for the first month of the program. Mindy will continue to monitor this.

D. Building and Grounds

1. Larry Ufford of Trumbull-Nelson informed Mindy that the contractor for the new Abbott Library sign suffered an accident which is causing a delay. Larry will keep Mindy updated.
2. Regularly scheduled maintenance on the generator and the boiler has taken place. Carpet cleaning is scheduled for October 23.
3. As mentioned previously, Mindy will be meeting with Scott Hazelton and Craig Heino to discuss inclusion of the library in the Town of Sunapee's Building Maintenance Capital Reserve plan.

VI. Chair's Report - Carol Brudnicki

A. Strategic Planning Committee

- A. The Strategic Planning Committee, consisting of Carol Brudnicki, Scott Rappeport, Jane Frawley, Mindy Atwood and Peg Lesiak met on September 27, 2018. Carol stated that the Mission Statement was approved at the June 19, 2018 Trustee meeting and that the Goals and Objectives are ready for the Board of Trustees' approval.

Carol made a motion, seconded by Jane, to approve the Goals and Objectives for the Abbott Library drafted June 11, 2018. The motion passed unanimously.

- B. The Committee sought input from the Trustees regarding future planning needs. The Trustees decided to create an annual task list, ensuring any projects/tasks support and align with the goals and objectives for the library. A Planning Committee will be established for this effort. At an upcoming Board of Trustees meeting, ideas for future tasks will be shared and the Planning Committee will work on building the plan for review and approval by the trustees.

B. Policy Committee

A. The Policy committee, consisting of Carol Brudnicki, Suzanne Tether and Mindy Atwood met on October 3, 2018. The following policies are ready for review and approval by the Trustees:

a. Lock Box Policy

Terri made a motion, seconded by Scott, to approve the Lock Box Policy for the Abbott Library. The motion passed unanimously.

- b. Technology Policy – to be reviewed at an upcoming Trustee meeting
- c. Patron Service Policy – to be reviewed at an upcoming Trustee meeting
- d. Safety Policy – to be reviewed at an upcoming Trustee meeting
- e. Facility Maintenance Policy – to be reviewed at an upcoming Trustee meeting

B. The Public Record Policy is with the lawyer for review.

VII. Cy Pres Update – Terri White

Terri received an email from our attorney, Bob Wells, indicating that, according to the Town, the Historical Society is ready to schedule the closing on the sale of the Old Abbott Library building. It appears that the Town is hopeful the closing can occur on a timely basis so that the Town will not have to post a warrant about appropriating further funds at the upcoming 2019 town meeting. If this does in fact proceed, Bob Wells will need to be engaged on the library's behalf.

Carol moved to authorize Terri to authorize Bob Wells to review documents on the library's behalf in regard to the closing of the sale of the Old Abbott Library building. Jessica seconded the motion. The motion passed unanimously.

VIII. Report from the Friends of the Abbott Library

The Friends of the Abbott Library will conduct their annual meeting at the library at 6:30pm on Oct. 24, 2018. A speaker from the Sanctuary Dairy will be part of the program.

Mindy indicated that a lot of volunteer time has been provided by the Friends for various programs at the library.

IX. Report from the Abbott Library Foundation

Carol stated there was very good representation from the Board, library staff, and other friends of the Abbott Library at the Coach House restaurant at the New London Inn on Oct. 4 for the Abbott Library Foundation's Thursday's Child event. It was shared that the Friends and the Foundation paid for the staff members' dinners, which was a very thoughtful and well-received action.

The Foundation has not met. Scott is the Board of Trustees' link to the Foundation.

X. Director Review/Staff Questions

Jane commented that New Hampshire Library Trustees Association (NHLTA) is offering a workshop on Trustee/Library Director Relationship on November 13, 2018, from 10am to 1pm at

the NH Municipal Association Building in Concord. Jane is interested in attending. Others who are interested should reach out to Jane.

Jane will schedule a meeting with Peg and Suzanne to develop questions to solicit feedback on Mindy from library staff members for Mindy's annual review.

XI. Old Business/Other Business

None.

XII. Public Comment

None.

XIII. Adjournment to Non-Public Session 91-A:3 IIc

Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting.

Carol made a motion to adjourn to a non-public session, seconded by Jessica. By roll call vote, the Trustees voted to adjourn to a Non-Public Session under 91-A:3 II(c) at 7:47 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 Peg. Approved unanimously, the Trustees returned to public session at 8:29 pm.

XIV. Adjournment

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

The meeting was adjourned at 8:29 pm.

Respectfully Submitted
Peg Lesiak, Secretary
October 18, 2018