

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

In attendance were Trustees: Terri White/Chair, Carol Brudnicki/Vice Chair & Secretary, Susi Churchill/Treasurer, Jane Frawley, and Scott Rappeport.

Alternate: Sharon Palmer

Library Director: Mindy Atwood

I. Chair's Remarks

Meeting was called to order by Chair Terri White at 5:31 PM Tuesday, March 20, 2018

Terri congratulated and welcomed Scott Rappeport, Jane Frawley, and Peg Lesiak to the board. Jane is returning as a board member. All three have been sworn in at the town hall.

Sharon Palmer has been reappointed as an alternate and has been sworn in. She is filling in for Peg Lesiak who had an excused absence.

II. Approval of Minutes

The wording of the director's report in February's minutes was rephrased and a spelling error corrected.

Scott Rappeport moved to approve the minutes as amended of Abbott Library Trustee's Meeting of Tuesday, February 20, 2018 Motion was seconded by Terri white and unanimously approved.

III. Election of Officers 2018-2019

Terri White has sent members of the Trustees a letter stating she does not wish to be considered for a Board/Officer position for the 2018-2019 year. She will remain an active member of the board. She thanked the board for their support during the interesting and challenging 8 years. Scott Rappeport thanked Terri for her leadership as Chair of the Trustees for the past 8 years (and 2 as alternate) and stated how pleased we are that she will continue on the board. The same sentiments were expressed by all the board members.

Terri White made a motion to nominate Susi Churchill as 2018-2019 Library Trustee Board Treasurer. Motion was seconded by Sharon Palmer and unanimously approved.

The board discussed the possibility of getting an assistant bookkeeper to assist Jean Wilson. Susi and Mindy Atwood will speak with Jean Wilson to get a better understanding of what she does in recording and paying bill so that we can determine how an assistant could help her.

Jane Frawley made a motion to nominate Carol Brudnicki as 2018-2019 Library Trustee Board Chairman. Motion was seconded by Terri White and unanimously approved.

Sharon Palmer made a motion to nominate Jane Frawley as 2018-2019 Library Trustee Board vice-Chairman. Motion was seconded by Terri White and unanimously approved.

Position of Secretary will be determined at our next meeting. For the April meeting Jane Frawley will take the minutes.

Resignation of Scott Rappeport as alternate

As Scott is now an elected Trustee, he has submitted his letter of resignation as an alternate.

Jane Frawley made a motion to accept Scott Rappeport's resignation as an alternate. Motion was seconded by Susi Churchill and unanimously approved.

Suzanne Tether's term as alternate runs through May, 2018. Terri White will contact Suzanne about reapplying for the position.

With Scott's resignation we now have a vacancy for the positions of Board of Trustee Alternate. Terri White will reach out to Mary Hillier, who expressed an interest last year informing her of the vacancy. Mindy Atwood will also have the vacancy announced in the Abbott Library newsletter. Application forms can be found on the Town of Sunapee Web site. Deadline for applications will be the close of business on Monday April 16th.

IV. Report from the Friends of the Abbott Library Mindy Atwood

Friends have not had a meeting and no date has been set for the plant sale.

V. Report from the Abbott Library Foundation Mindy Atwood

Arlene Adams is the New Chair of the Foundation. They are planning on organizing a family event on the library grounds to help the town celebrate its Sestercentennial. Scott Rapoport has volunteered to be a member of the Foundation and thus a liaison between the Foundation and the Trustees.

VI. Treasurer's Report

A. Review of Financials

Susi Churchill reported that all accounts are reconciled. We are current with the Town funding. Mindy Atwood will check into the FICA recordings and the \$3.20 for outside maintenance.

B. Review/Approve Bill Manifest

Terri White moved we accept the March, 2018 Manifest of Bills report of all bills entered February 2018. The motion was seconded by Carol Brudnicki and approved unanimously.

C. Bookkeeping - discussed during the election of officers.

D. Bank Signature Cards – New Officers

Carol Brudnicki & Susi Churchill will follow up on getting the new officers on the Bank Signature cards.

VII. Directors Report Mindy Atwood

With the hiring of Terri Rounds the Library is now fully staffed.

Having completed the RFP to redesign and reorganize the library's website, Mindy Atwood will be sending it out to 3 designers.

March 26th at 7 pm the Selectmen will discuss our request for changing a Library Aide position on the pay table to Library Aid III, grade 7, step 2. Board members are encouraged to attend the meeting.

A few vendors no longer send out invoices, instead they require bills to be paid with a Credit Card. Mindy Atwood has been using her personal Credit Card. Mindy will contact other Libraries to see how they are handling this. She will also contact Terry Knowles (AG's office) for her opinion on this town policy.

All of the town meetings except the Library Board of Trustee's meetings are now live streamed over the internet. The Library cannot have the live streaming 24/7 due to patron privacy regulations. Once installed it would be the responsibility of the Trustees to insure the screening is turned on for their meetings. Any equipment purchased and installed in the library for video screening would be at the responsibility and cost of Abbott Library. This cost could come from the FY2015 remainder. Mindy will get further information into tele-conferencing and video screening.

VIII. Chair's Report

Terri White thanked all members of the board for their support and assistance during her eight year tenure as Chairman. She will continue to serve on the board and assist as needed.

IX. Old Abbott Library

The Warrant article passed which authorizes the Town to establish an Old Abbott Library Capital Reserve Fund to purchase the Library Trustee's equity in the building with the amount of \$50,000 being raised this year. Terri White will continue to keep on top of the Cy-Pre agreement. She has sent a record of the vote to our attorney.

Terri will send the board members the information sheet we worked on last month.

X. Old Business/Other Business

Jane Frawley reminded us that we need to resume working on the Strategic Plan. Carol Brudnicki will assume responsibility for setting a meeting date.

Jane will organize a meeting concerning the book sale with the book sale committee and a representative from Friends of Abbott Library and also the Library Staff.

XI. Public Comment

None

XII. Adjournment

*Sharon Palmer made a motion to adjourn, seconded by Jane Frawley and unanimously approved.
The meeting was adjourned at 7:26PM.*

Respectfully Submitted

Carol Brudnicki, Secretary March 22, 2018

Upcoming dates:

March 26, 2018 Selectmen's meeting - 7:00pm

April 17, 2018 Next meeting - 5:00pm