

**Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
October 30, 2018**

In attendance were Trustees: Carol Brudnicki, Chair, Jane Frawley, Vice Chair, Peg Lesiak, Secretary, Susi Churchill, Treasurer, Scott Rappeport 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 4:30 pm, Tuesday, October 30, 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 Scott Rappeport.

Jessica had to leave the meeting at 5:35pm. Suzanne Tether, who had arrived at 5:05pm, took Jessica's place, sitting in for Jim Currier. Scott Rappeport joined the meeting at 5:19pm.

II. Approval of Minutes

Terri moved to approve the minutes of the Abbott Library Trustee's Meeting of Tuesday, October 23, 2018, as amended. Motion was seconded by Susi and unanimously approved.

III. Warrant Article/Full Time Position

A. Mindy explained that in 2019, there are 53 pay periods, not 52 as is usual, which impacts all department budgets in the town of Sunapee. Mindy provided an updated budget for review.

Carol moved to accept the Abbott Library 1.4 budget as presented on October 30, 2018, with a total of Operational and Salary expenses of \$401,030.06. Terri seconded the motion and it passed unanimously.

B. Mindy shared that departments have until the last Monday in January, 2019, to put a warrant article in the budget. She indicated that the Trustees can word the warrant article; however, it is subject to review by the Town's lawyer and could be amended. Mindy researched how to word a warrant article in regard to creating a full-time position and eliminating a part-time position, should the Trustees decide to move in that direction.

C. The majority of the meeting was devoted to a thorough discussion of staffing needs relating to converting the current Library Aide III 34 hour per week part-time role to a 40 hour per week full-time role with a technology focus. The budget impact would be an addition of \$29,738.96.

The pros and cons of making this change in staffing were discussed at length. It was stated that the prior survey of the town indicated that having the library as a technology resource was important to patrons. Experience is showing that the current staff is often pulled to help patrons with technology needs, taking them away from other responsibilities of their roles. In addition, the staff needs more technology training in order to stay current with new systems/technologies being introduced for library functions. It was acknowledged that having a full-time role, with benefits, focused on technology, is the best way to attract and retain the talent with this skill set.

The timing of this decision and the budget impact was discussed. The method for capturing technology support statistics was reviewed. There was a desire expressed to understand better the bigger picture and longer term direction of the library, which would impact future staffing needs. The impact of related, unknown financial factors was discussed (ex., the timing of the sale of the old Abbott Library building, whether the Selectmen would have a warrant article in the 2019 budget vote in regard to the Old Abbott Library Capital Reserve Fund).

After lengthy discussion and input from all the Trustees and Alternates, it was decided to hold off on creating a full-time technology position at this time. At the November 20, 2018 Abbott Library Trustee meeting, members will identify possible future tasks and longer term projects for the library, which the Planning Committee will use to develop a plan, which should inform future expenditure and staffing decisions. It was also suggested that the Technology Committee be asked to provide insights on future trends and/or needs they see that the library should take into consideration.

IV. Old Business/Other Business

Carol stated that she and Terri had cleaned out the safety deposit box at Sugar River Bank and inventoried the contents by date. All of the materials are now in the library's lock box. In this process, it was discovered that the Friends of the Abbott Library had \$4,000.00 in savings bonds in the safety deposit box that will mature in 2023. Carol informed the Friends of this.

Mindy reminded the group that the library budget will be discussed at the ABC meeting on November 2 at the Safety Services Building. The presentation of the library budget is at 9:45am. (**NOTE:** Following the meeting, it was learned that the ABC meeting will be held at the **Town Hall**. The library budget review remains at 9:45am).

V. Public Comment

None.

VI. Adjournment

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

The meeting was adjourned at 6:19 pm.

Respectfully Submitted
Peg Lesiak, Secretary
October 31, 2018