

Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
April 17, 2018

In attendance were Trustees: Carol Brudnicki, Chair, Jane Frawley, Scott Rapoport, Terri White.
Alternate: Suzanne Tether
Library Director: Mindy Atwood

I. Chair's Remarks

The meeting was called to order by Chair Carol Brudnicki at 5:34 PM Tuesday, April 17, 2018. Carol indicated that Suzanne Tether would be sitting in for Susi Churchill. Susi, Jim Currier and Peg Lesiak have excused absences.

II. Approval of Minutes

Two spelling corrections were noted for the March 20, 2018 minutes, Attwood and Aid. *Terri moved to approve the minutes as amended of Abbott Library Trustee's Meeting of Tuesday, March 20, 2018. Motion was seconded by Suzanne and unanimously approved.*

III. Election of Secretary 2018-2019

Carol made a motion to nominate and elect Peg Lesiak as 2018-2019 Library Trustee Board Secretary. Motion was seconded by Terri and unanimously approved.
Although Peg was not present, Carol indicated that she had spoken to Peg, and she was willing to accept the position if so voted.

IV. Recommendation to Selectman of Alternates

Carol made a motion, seconded by Jane, to recommend Suzanne Tether to the Selectboard as an Alternate Library Trustee for the coming year. The motion was approved unanimously.
This leaves one vacancy for Alternates. Mindy will advertise the position again on the Library websites. Suggestions from Trustees are welcome.

V. Report from the Friends of the Abbott Library

Carol and Mindy attended the Friends meeting. The Friends are planning the annual Plant Sale. They are looking for a date and a chairperson for the event. The Pancake Breakfast will be July 14, 2018. The Friends would like to sponsor more events for the Library. The Trustees and the Director are in favor.

VI. Report from the Abbott Library Foundation

The next meeting of the Foundation will be Tuesday, May 1, 2018 at 6:30. Scott will be the liaison for the Trustees.

VII. Treasurer's Report

A. Review of Financials

March data will be reviewed at the next meeting as Susi is away.

B. Review/Approve Bill Manifest

March data will be review at the next meeting as Susi is away.

C. Bookkeeping

Susi and Mindy will meet with Jean Wilson after Susi returns.

D. Bank Signature Cards – New Officers

Suzanne made a motion seconded by Scott to have five Trustees as registered check signers. The motion was passed unanimously.

The signers will be Carol, Jane, Susi, Peg and Terri. This will ensure there are always two signers available at all times. Peg will be added when all signers are available to go to the bank.

E. Safety Deposit Box

Discussion followed about the need for a larger safety deposit box, for all the documents and sealed minutes from over the years. It was suggested that Terry Knowles at the AG office be contacted to see when or if older documents and minutes can be destroyed.

VIII. Directors Report Mindy Atwood

Mindy highlighted her written report.

A. Staff

Mindy will continue to realign job descriptions with the town's new format.

B. Website Redesign

We have received one RFP for website redesign for the Library. The Friends have indicated they would be willing to financially support this effort.

C. Library Aide III

The Select Board has unanimously approved the new position of Library Aide III, effective immediately.

D. Credit Card Use

Lengthy discussion followed on the use of personal credit cards to pay for Library purchases. Mindy shared the information she had received from other libraries in the state. As a result of the information and the discussion, the Trustees will continue to investigate how the Town, the School, and our insurer, Primex, view this practice.

E. Catalog Clean Up

Inventory and clean up continues. Books that have not circulated in the last four years will be put in the Book Sale.

F. Lake Sunapee Bank

As a result of the latest signature transition, and returned checks, the Trustees agreed to look at a possible shift of funds to another bank. *Terri made a motion, seconded by Jane, to investigate other banks for Library fund accounts. The motion was passed unanimously.*

G. Information Technology in the Library

Mindy will meet with Steve Nilsen, Scott Rappeport, Dwight Churchill, and Andrew Young to discuss creating technology procedures and policies.

H. Sestercentennial Banner

An anonymous donor will share sponsorship of a banner that the Library and the Sunapee Gardners will purchase for the 250th anniversary celebration.

IX. Chair's Report Carol Brudnicki

A. Strategic Plan committee update

The Strategic Planning Committee (Jane, Carol, Mindy, Scott) met to review our progress on consolidating the Mission Statement and the Action Plan for the next five years. The Committee will meet again next month.

B. Spring NHLA conferences and workshops

Carol reminded the Trustees of the upcoming NHLA conference on May 14, 2018. Mindy will coordinate the submission of all applications. Scott was interested in the new Trustees Orientation meeting in Hooksett on April 28, 2018.

C. Policy committee update-Bylaws revision

The Trustees will continue to work on updating the Library policies, with 8 policies left to review. The Internet Use, Wireless Use, and Service Animal Policy will be sent to our lawyer for his review.

X. Old Abbott Library-Cy Pres Terri White

Terri presented the finalized question and answer reference sheet for Cy Pres questions, which was drafted 2/18/2018. *Carol made a motion, seconded by Terri, to accept the reference sheet. The motion was passed unanimously. Mindy will forward it to the Trustees.*

XI. Book Sale

Jane reported that the Annual Book Sale will be held the same day as the Pancake Breakfast. Representatives of the Book Sale Committee, the Library Staff, and the Friends will meet Wednesday, April 18, 2018 to discuss and coordinate details for advertising and set up for the July fundraising day. Jane and Terri will follow up with the need for fixing the legs of the Book Sale tables.

XII. Old Business/Other Business

Mindy offered the possibility of the Library Trustees entering a float in the Sestercentennial celebration parade. The Trustees declined.

XIII. Public Comment

None

XIV. Adjournment to Non-Public Session 91-A:3 IIa- The dismissal, promotion, or compensation of any public employee

Suzanne made a motion to adjourn to a non-public session, seconded by Carol. By roll call vote, the Trustees voted to adjourn to a Non-Public Session under 91-A:3 IIa at 6:57pm. By roll call vote the Trustees voted to have the minutes of this non-public Session sealed permanently. Scott made a motion to resume to public session, seconded by Suzanne. The motion was approved unanimously and the Trustees returned to public session at 7:27pm.

XV. Adjournment

Scott made a motion to adjourn, seconded by Suzanne and unanimously approved. The meeting was adjourned at 7:30pm.

Respectfully Submitted
Jane Frawley, Acting Secretary
April 17, 2018