

Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
May 15, 2018

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

Alternate: Sharon Palmer

Library Director: Mindy Atwood

I. Chair's Remarks

The meeting was called to order by Chair Carol Brudnicki at 5:30PM Tuesday, May 15, 2018. Carol indicated that Sharon Palmer would be sitting in for Jim Currier. Jim Currier has an excused absence.

II. Approval of Minutes

Two wording corrections were noted for the April 17, 2018 minutes.

Scott moved to approve the minutes as amended of the Abbott Library Trustee's Meeting of Tuesday, April 17, 2018. Motion was seconded by Sharon and unanimously approved.

III. Alternates

A. The recommendation of Suzanne Tether as an Alternate Library Trustee for the coming year was approved by the Selectmen.

B. There is one vacancy remaining for Alternates. No applications have been received to date; however, Mindy has sent information to Jessica Warkentien who had indicated enthusiasm for becoming an alternate. Jessica will complete the application and this will be reviewed at the next meeting of the Trustees in June.

IV. Report from the Friends of the Abbott Library

No report. The Friends of the Abbott Library have not met since the last meeting.

V. Report from the Abbott Library Foundation

A. At the May 1, 2018 meeting, the Foundation elected Lynn Smith as their Secretary.

B. The Foundation has agreed to pay for a new laptop for the library along with the labor to install the software and connection to the projector. This will improve the functioning of the projector (currently the projector cannot connect to HTML nor can it stream anything from the web).

C. The Foundation will be sponsoring miniature golf in the Library on Sunday 8/19 as part of the Sestercentennial celebration.

VI. Treasurer's Report

A. Review of Financials

1. All accounts have been reconciled. One correction was noted on the Manifest of Bills.
2. Mindy indicated that the part-time wages were very low in terms of the YTD budget and reminded the Trustees that the budget for part-time expense had been created with a "worst case" scenario in mind so it should be running under budget.
3. Mindy informed the Trustees we may be over-budget on heat due to the cooler fall and winter months and the cooler spring we have experienced. This will be made up elsewhere in the budget.
4. Mindy will look into the FICA and Medicare expenses.
5. Subscriptions appear under-spent; however, the large bill in this category comes due in November.
6. The non-print budget line is low at this time. The staff is managing this budget very carefully each month in order to make a big purchase of audio books for children.

B. Review/Approve Bill Manifest

Terri made a motion seconded by Sharon to approve the March and April Bill Manifest. The motion passed unanimously.

C. Trust Fund Update

More information is needed. Susi and Mindy will follow up.

D. Bookkeeping

Mindy met with Jean Wilson who indicated she is happy to continue doing the work she is doing; however, she wanted the Trustees to remain cognizant of her tenure and volunteer status. She indicated she would be happy to train someone to support the work she does. The Trustees determined it was prudent to advertise for an assistant bookkeeping volunteer position after alerting Jean to this decision.

VIII. Directors Report - Mindy Atwood

Mindy highlighted her written report.

A. Staff

Mindy proposed that with the upcoming staff vacancy (Shirley's retirement), the position be expanded to include General Library Aide II duties. This would provide more flexibility within a small staff with only a marginal annual impact to the budget.

Carol made a motion seconded by Terri to accept the proposal to include General Library Aide II duties in filling the vacancy. The motion was passed unanimously.

B. Staff Holidays

As 12/25/18, a town paid holiday, falls this year on a Tuesday, when the library is closed, Mindy proposed moving this paid holiday to 12/24/18.

Terri made a motion seconded by Jane to move the 12/25/18 paid holiday to 12/24/18. The motion passed unanimously.

C. Website Redesign

Sharon Thelicke has been selected to redesign the library website. The launch of the new site is targeted for early July.

D. Catalog Clean Up

Inventory and corrections to the catalog continue.

E. Banking

It was agreed that Mindy and Susi will request written proposals from Sugar River, Mascoma Bank, and Bar Harbor Bank & Trust that can be brought to the Trustees for discussion/review. It was also suggested that when a sale does occur of the old library, a review of all the library accounts should be conducted.

F. Information Technology in the Library

Mindy sent an email to all Trustees with a link to an information technology survey. All trustees were encouraged to complete this as the trustees' feedback will be discussed with the technology committee this Friday. In response to a question, Mindy shared that the library computers were a combination of donations and existing computers from the old library. Some staff computers are newer. She reminded the Trustees that all the computers are on Windows 7, which will not be supported after 2020.

G. Building and Grounds

The recent leak in the pump for the hot water line was discussed. Next steps were discussed and it was suggested that Mindy ask if the Town Building Fund can be used to cover this unexpected expense.

H. Sestercentennial and the Library

The Foundation will be sponsoring Mini-golf at the library on Sunday, April 19, 2018 as part of the Sestercentennial celebration. This will be open to the public and free of charge.

IX. Chair's Report - Carol Brudnicki

A. Bank Signature Cards

Check signatures will be resolved this week. Carol will accompany Peg to the banks this week to add her as a signatory. The cards will be re-issued and Jane, Terri, and Susi will need to re-sign the cards at both banks. Mindy will email the signers when checks need to be signed. Signers should respond by hitting "Reply All" and copying their response to Board Archive.

B. Strategic Plan committee update

The Strategic Planning Committee will meet on Thursday this week.

C. Spring NHLTA conferences and workshops

Scott, Suzanne and Peg attended the Orientation workshop offered by the NHLTA for new trustees. Carol, Susi, Mindy (presenter) and Peg attended the NHLTA's annual meeting. Both sessions were seen as very beneficial. As a result of a presentation at the NHLTA conference, Mindy and Carol will pull together ideas for a "meet and greet" for the library staff and the trustees.

D. Policy committee update - Bylaws revision

No update at this time.

E. Safety Deposit Box

A discussion of the procedure to manage, review and possibly unseal sealed documents occurred. More information is needed. In the meantime, suggestions for managing the overflow of sealed documents in the safety deposit box were made.

Terri made a motion seconded by Carol that the library purchase a lockable two drawer file cabinet for the purposes of storing sealed minutes. The motion was passed unanimously.

X. Library Credit Card

Discussion continued on the use of personal credit cards to pay for Library purchases. The Selectmen did discuss this at their last meeting; however, no clear decision was made. Mindy shared the information she had received from discussion with SAU85 on the use of a P-card and will continue to research this approach. The Trustees will continue to investigate options.

XI. Book Sale

Jane and Mindy met with the Friends and discussed shared duties, advertising, etc. for the July Book Sale. Jane spoke with Bill Royce regarding repair of the legs of the tables for the Book Sale; this will be taken care of by Bill. Jane will be scheduling a meeting for the Book Sale committee. Jane, Carol, Sharon and Peg will participate

XII. Old Business/Other Business

Carol asked Mindy to keep a list of her accomplishments. Suzanne, Jane and Carol will create a list of questions for the staff to provide feedback. This work will proceed after the Book Sale.

XIII. Public Comment

None

XIV. Adjournment

Scott made a motion to adjourn, seconded by Susi. This was unanimously approved. The meeting was adjourned at 7:20pm.

Respectfully Submitted

Peg Lesiak, Secretary

April 17, 2018