

**Minutes of the Abbott Library Trustee's Meeting  
Abbott Library, Sunapee, NH  
June 19, 2018**

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

*Alternates:* Sharon Palmer, Suzanne Tether

*Library Director:* Mindy Atwood

*Others:* Justin Levesque, Jessica Warkentien, Jeanne Wilson, Caitlin Clapp, Nancy Farwell, Joyce Martin, Marcia Stansfield, Terrie Rounds and Liz Moulton

**I. Chair's Remarks**

The meeting was called to order by Chair Carol Brudnicki at 5:31PM Tuesday, June 19, 2018. Carol indicated that Sharon Palmer would be sitting in for Jim Currier and Suzanne Tether would be sitting in for Terri White. Both Jim Currier and Terri White have an excused absence.

Given that the Trustees and the library staff were not all acquainted, Carol and Mindy worked together to create an opportunity at this meeting for each group to get to know each other. Following the opening of the meeting, each Trustee introduced him/herself, sharing a little about their backgrounds, families, etc. Mindy then introduced each staff member and gave a presentation, highlighting their backgrounds and roles while also sharing how each person contributes to the team. It was clear that this team is very talented, experienced and professional, bringing a great deal of value to the library. It was a pleasure to get to meet the staff in person.

In addition, the Trustees had the opportunity to meet Caitlin Clapp, the Chair of the Friends of Abbott Library, and Jeanne Wilson, a volunteer who provides a tremendous service doing the bookkeeping and related tasks for Abbott Library. Also mentioned were two volunteers, Ann and Steve Nielsen. Ann handles the production of emails the library sends out to the public with news, program information, etc., and Steve provides technology support and is a member of the Technology Group.

**II. Approval of Minutes**

*Scott moved to approve the minutes of the Abbott Library Trustee's Meeting of Tuesday, May 15, 2018. Motion was seconded by Suzanne and unanimously approved.*

**III. Alternates**

**A.** We were fortunate to have Jessica Warkentien, the candidate for the third Alternate Library Trustee role, in attendance at the meeting. The Trustees met Jessica and learned about her background and experience.

*Jane made a motion, seconded by Susi, to recommend Jessica Warkentien as an Alternate Library Trustee. The motion passed unanimously*

**B.** Carol will bring this recommendation to the Selectmen for approval.

**IV. Report from the Friends of the Abbott Library**

Mindy and Carol attended the Friends of the Abbott Library meeting last week. The Friends are currently preparing for the Pancake Breakfast on July 14, 2018, and have a variety of other programs they want to offer. These include:

1. A college application essay boot camp
2. A family movie night
3. A family craft night
4. An evening of books and brew

**V. Report from the Abbott Library Foundation**

Mindy has been attending the Foundation's meetings. Scott has not yet had a chance to connect with this group. This group will meet every other month on the Monday prior to the Library Trustee meeting. There will be an ad hoc meeting in July which has not yet been scheduled to finalize the Sestercentennial library golf activity.

**VI. Treasurer's Report**

**A. Review of Financials**

1. All accounts have been reconciled and the Town funding is current.
2. Minor formatting issues on the Donation detail page were resolved.

**B. Banking**

Tom Mickle and Susi will visit banks this summer to get proposals that will be brought to the Trustees for discussion/review.

**C. Review/Approve Bill Manifest**

*Suzanne made a motion seconded by Peg to accept the June 2018 Manifest of Bills as entered May 2018. The motion passed unanimously.*

**D. Trust Fund Update**

More information is needed. Susi and Mindy will follow up with Brian Garland, the Chair of the Trustees of the Trust Fund.

**E. Bookkeeping**

Mindy facilitated a meeting between Jeanne Wilson and Kim Stoughton in regard to the work Jeanne does for the library. This meeting occurred after Jeanne indicated she would be happy to train someone to support the work she does, which would provide important back-up support for critical functions. Kim has a small business doing financial support for other small businesses in town. Jeanne and Kim had a very successful meeting and their work together will progress. Susi is also going to meet with Kim to review the work done for the monthly financial reporting, seeking ways to streamline the process.

**VIII. Directors Report - Mindy Atwood**

Mindy highlighted her written report.

**A. Website Redesign**

The new site is launched! All are encouraged to go online and check it out if you have not done so already. Feedback is welcome. Mindy thanked the Friends for funding the redesign and re-organization of [abbottlibrary.org](http://abbottlibrary.org). She also recognized Nancy Farwell's outstanding work on this project and Sharon Thielicke for making the process easy, smooth and fun.

**B. Programming**

There has been great turnout for some of the recently offered programs. Mindy indicated that the practice of partnering with another community group when planning a program (ex., the Sunapee Gardeners) works very well in terms of attracting attendees.

**C. Summer Service Club**

Mindy is very excited about this new program. The program is limited to ten students and is already filled. This program was started in response to parents asking if their children could volunteer at the library. Students entering grades 6-8 may participate to perform volunteer work at the library for 60-90 minutes at a time.

**D. Catalog Clean Up**

Inventory and corrections to the catalog continue. All items in storage were deleted from the on-line catalog. A majority of items in storage will be packed up for the book sale.

**E. Community Outreach**

Many actions are occurring:

1. The library is once again partnering with the Sunapee School District this summer and will serve as a test site for the Reading Counts tests the students are required to take over the summer.
2. Justin recently served as a prize speaking judge at the high school, which was another great opportunity for him to become involved in the community.
3. Thirty kindergarteners visited the library as part of their annual “Tour of the Town”.
4. The Town of Sunapee Bicentennial quilt is currently on display at the library. Thanks to the Historical Society for the loan of this beautiful work of art.

**F. Information Technology in the Library**

- A. The Technology Group continues to meet. Mindy stated that the group is making helpful distinctions between policies and technology needs relating to library needs and those relating to the needs of our patrons.
- B. The Trustees discussed some scenarios and questions that the Technology Group raised for consideration. These included preferences in regard to the number and speed/power of public computers as well as what might be acceptable outages for Wi-Fi (which would impact patrons) and internet access (which would impact library services). After discussion that touched upon back-up resource possibilities, cost implications, and impact on patrons and library services, the Trustees deferred to the Technology Group due to the many layers of consideration. More information will be provided at a future meeting.

**G. Building and Grounds**

- A. ARC will be performing a number of functions on the pump system. We are unable to access the Town’s Building Capital Reserve Fund for help on the cost of replacing the failed pump as the total cost of the event was less than \$8,000.00.
- B. Mindy is following up with various resources in regard to the sign on the front of the building, the railings on the stairs between the parking lots, and an approach to mitigate the possibility of vehicles rolling over the embankment.

**IX. Chair’s Report - Carol Brudnicki**

**A. Bank Signature Cards**

As of May 22, 2018, the signature cards for Bar Harbor and Sugar River banks were signed by Carol Brudnicki, Jane Frawley, Susi Churchill, Peg Lesiak and Terri White.

**B. Strategic Plan committee update**

The Strategic Planning committee, consisting of Carol Brudnicki, Jane Frawley, Scott Rappoport and Mindy Atwood met May 17, 2018 and June 11, 2018. The committee worked on the goals and objectives and, along with a previously drafted mission statement, presented these to the Trustees for review/discussion.

- i. Mission statement: *Carol made a motion seconded by Jane proposing the Trustees accept the mission statement dated Oct. 12, 2016. The motion passed unanimously.*
- ii. Goals and Objectives: Some edits were suggested to this document. These edits will be made and the document will be reviewed at the August 2018 Trustee meeting.

**C. Policy Committee**

The Policy committee, consisting of Carol Brudnicki, Sharon Palmer, Jim Currier and Mindy Atwood met on June 1, 2018. The following policies were reviewed and revised and are ready for review and approval by the Trustees:

- a. Technology Policy
- b. Service Animal Policy (lawyer has reviewed)
- c. Internet Use Policy (lawyer has reviewed)
- d. Wireless Use Policy (lawyer has reviewed)
- e. Overdue Materials Policy

- f. Public Records Policy
- g. Gifts, Donations & Memorials Policy
- h. Review/Revision of Policy

**D. Locked Cabinet for Important documents**

This is on hold and will be discussed at the August 2018 Trustee meeting.

**X. Book Sale**

Jane reported that all is on track for the Book Sale event. The sign-up sheets are up, posters are up and an email will be going out shortly to volunteers. The Kearsarge Shopper ad has been submitted. Jane was very grateful for the coordination with Caitlin Clapp on advertising.

Jane has learned that Big Hearted Books is no longer available to pick up books remaining after the sale. She is exploring options with the Five College book sale in Lebanon. This may be a resource to take leftover books.

**XI. Policy Approvals**

The Technology Policy was discussed at this meeting. Mindy will take the board's suggestions back to the Technology committee.

*Carol made a motion seconded by Peg to accept the lawyer's recommendation to change the name of the Pet Policy to the Service Animal policy and approve the policy. The motion passed unanimously.*

Mindy will contact our lawyer to obtain copies of the Internet Use policy and the Wireless Use policy that can be edited. The remaining policies (listed above in Section IX-C) will be reviewed at future Trustees meetings as time allows.

**XII. Library Credit Card**

Work on this topic continues. Carol shared that the Town had a discussion at the May 21, 2018 and June 14, 2018 meetings as the Town is trying to come up with a policy on this subject.

**XIII. Old Business/Other Business**

A. As the library is looking into becoming a location for providing tax preparation services to patrons, it was indicated that AARP resources can provide this service. Mindy stated that this is an excellent way to bring new and more people into the library. She shared that regional coordinators will do a site visit.

B. Carol will reach out to the Trustees about moving the August 2018 Trustee meeting from August 21 to August 14.

**XIII. Public Comment**

None.

**XIV. Adjournment**

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

The meeting was adjourned at 7:48PM.

Respectfully Submitted  
**Peg Lesiak, Secretary**  
**June 21, 2018**