

**Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
August 14, 2018**

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

Alternates: Sharon Palmer, Suzanne Tether

Library Director: Mindy Atwood

I. Chair's Remarks

The meeting was called to order by Chair Carol Brudnicki at 5:30pm Tuesday, August 14, 2018. Carol indicated that Suzanne Tether would be sitting in for Jim Currier and Sharon Palmer would be sitting in for Scott Rappeport. Both Jim Currier and Scott Rappeport have an excused absence.

II. Approval of Minutes

Sharon moved to approve the minutes of the Abbott Library Trustee's Meeting of Tuesday, June 19, 2018 as amended. Motion was seconded by Susi and approved. Terri abstained.

III. Report from the Friends of the Abbott Library

A. Mindy indicated that the Friends of the Abbott Library and the Library staff have worked together to plan and execute two successful programs:

1. A two session piñata-making class, which was a fun, successful event
2. A two session college application essay writing class (the first class has been held).

B. The Friends next meeting is Sept. 5, 2018. They are currently preparing for their annual meeting which will be held Oct. 24, 2018.

IV. Report from the Abbott Library Foundation

The Abbott Library Foundation is busy working with an outside vendor on the mini-golf event to be held in the library on Sunday, Aug. 19th, from 2-4pm, as part of Sunapee's 250th anniversary.

V. Treasurer's Report

A. Review of Financials

1. All accounts have been reconciled and the Town funding is current.
2. Mindy is looking into what appears to be an over-budget situation on full-time wages, which may be due solely to the timing of bi-weekly payroll this month. She will be in touch with the Payroll Administrator at the Town Hall for clarification.
3. It was noted that the money that resulted from the July book sale is now in the Donation account.

B. Review/Approve Bill Manifest

Peg made a motion, seconded by Terri, to accept the June 2018 Manifest of Bills. The motion passed unanimously.

Carol made a motion, seconded by Terri, to accept the July 2018 Manifest of Bills. The motion passed unanimously.

C. Trust Fund Update

Mindy has emailed and called Brian Garland, the chair of the Trustees for the Trust Fund, but has not yet had a response.

D. Banking

Susi visited with two bank managers (Bar Harbor Bank & Trust and Sugar River). She will be going to see managers at Mascoma Bank and the New London Bank next. Proposals will be brought to the Trustees for discussion/review.

E. 2019 Budget

Mindy has a preliminary draft of a 2019 budget which will be ready for review next month. Carol will send out an email to the Trustees and Alternates to find a September date for a meeting devoted to budget development.

The Town of Sunapee budget session is scheduled for Nov. 2, 2018. It was indicated that it is helpful to have library Trustees present when our budget is presented. Mindy will provide more information on the actual timing of our budget presentation on Nov. 2nd as we get closer to that date.

VI. Directors Report - Mindy Atwood

Mindy highlighted her written report.

A. Website Redesign

Since the launch of the new website on June 5, new users, sessions and session durations are higher. Overall, the numbers indicate that more people are using the site more often for a longer period of time.

Thanks to the new format, adding and changing information can happen more quickly. This allows the staff to keep the site fresh and up-to-date, which keeps our patrons engaged and returning to the site with regularity. Many thanks to the Friends for sponsoring this redesign!

B. Information Technology in the Library

Microsoft has stated that it will not support Windows 7 with patches or updates after Jan. 1, 2020. There are currently 13 computers in the library that run on Windows 7. Eight are for public use and the remaining five are staff computers.

Mindy sought approval from the Trustees on a plan to address this issue, including the related costs and possible sources within the current budget to fund those costs. The plan as outlined would replace four of the five staff computers with new computers, and those four staff computers would then replace four of the public computers. This sets up for 2020 budget planning, when the four remaining public computers would need to be either replaced or upgraded, depending upon 2019 performance.

Jane made a motion, seconded by Susi, to spend FY2015 Remainder in the amount of \$4,873.35 to purchase and configure new staff computers. The motion passed unanimously.

Terri made a motion, seconded by Sharon, to spend up to \$900.00 from Trust and Fines to reconfigure the old staff computers to serve as public computers. The motion passed unanimously.

C. State-Level Participation

The Trustees congratulated Mindy on her nomination to serve as the READS (Reference and Adult Services) Vice-President of the New Hampshire Library Association (NHLA). Mindy will serve as vice-president one year, as president the next year, and as past president the third year.

In addition, Nancy Farwell has volunteered to serve as co-chair for the NHLA Information Technology Section and Justin Levesque is attending a vendor demonstration at the NH State Library for a new Intra-Library Loan (ILL) system.

Each of these experiences extends the staff's network and provides additional development opportunities!

D. Summer Reading Program Update

Fifty-four children registered for the Summer Reading Program. Events and activities took place from June-August. A final report on program attendance and the number of minutes read will be available at the September meeting.

E. Summer Town Meeting

Mindy presented at the Sunapee Town Meeting on August 7. The Selectmen, town department heads, the School Board chair and several members of the community were in attendance.

F. Summer Service Club

Twelve students are participating in this program and to date, they have volunteered more than 100 hours of their time to our library! The students have planned and created bulletin boards, shredded documents, reviewed books, prepared story time crafts, etc.

As a thank you for their work, the library is hosting a “Library Lock-In” on Monday, Aug. 20th. Students who volunteered will be invited to help with the “Stuffed Animal Sleep-over” and then be allowed to stay overnight in the library that night.

G. Catalog Clean-Up

The staff has corrected all errors that were discovered during the inventory process. Inventory will be conducted at least every other year. Many thanks go to Marcia Stansfield, Corinne Brannigan and Anne Nielsen for accomplishing the majority of this work.

H. Building and Grounds

Currently the library sign is down due to warping, bleeding pitch, etc. Mindy spoke with Larry Ufford who agreed it is not acceptable and we are expecting sub-contractors for the builder to remove and fix the sign. This will be repaired at no cost to the library.

I. Library Staff

Mindy described a number of times this summer when the staff was stretched due to the high volume of patrons using the library. She commended the staff, as did the Trustees, for their professionalism and ability to remain calm and focused while under pressure.

VII. Chair’s Report - Carol Brudnicki

A. Strategic Plan committee update

This committee did not meet in July.

B. 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. Internet Use Policy (lawyer has reviewed)
- c. Wireless Use Policy (lawyer has reviewed)
- d. Overdue Materials Policy
- e. Public Records Policy
- f. Gifts, Donations & Memorials Policy
- g. Review/Revision of Policy

C. Locked Cabinet for Important documents

Mindy shared her research on options and costs for the storage of confidential and/or important documents. Based on the amount of material currently housed in the bank vault, and the projection of future needs, it was determined a two-drawer fireproof file cabinet provided the best solution. A policy on materials to be stored, access, etc., will be developed.

Carol made a motion, seconded by Terri, to purchase a two-drawer fireproof file cabinet not to exceed \$800.00. The motion passed unanimously.

VIII. Book Sale Report

Jane reported on the following results from the July 2018 book sale:

- a) Proceeds from the book sale this year were \$3,321.78. This was an increase over last year's results.
- b) 35 volunteers helped with the two-day set up, 9 volunteers helped during the sale, and 20 volunteers helped with the clean-up which went quickly and smoothly. A thank you will be sent out to all volunteers shortly.
- c) The sawhorses that support the wooden tables need repair. Jane will speak with Jim Currier about how best to approach this. One idea is to explore if the high school might want to use this work as a community-support project.
- d) Jane thought that the event went smoothly partly due to having conducted an operational planning meeting in advance of the book sale. She is also going to schedule a de-brief meeting with the committee.
- e) Jane praised the help provided by students and was positive about having high school students selling ducks in the lobby for the Rubber Duck Challenge.

IX. Policy Approvals

A. Technology Policy

Recommendations for edits to this policy were made. This policy will be reviewed at the September Trustees meeting.

B. Internet Use Policy

Sharon moved to approve the Internet Use Policy as amended. Motion was seconded by Terri and unanimously approved.

C. Wireless Use Policy

Peg moved to approve the Wireless Use Policy. Motion was seconded by Suzanne and unanimously approved.

D. Overdue Materials Policy

Jane moved to approve the Overdue Materials Policy as amended. Motion was seconded by - Suzanne and unanimously approved.

E. Public Records Policy

This policy is currently being reviewed by our lawyer so it was not discussed at this meeting.

F. Gifts, Donations & Memorials Policy

Terri moved to approve the Gifts, Donations & Memorials Policy as amended. Motion was seconded by Susi and unanimously approved.

G. Review/Revision of Policy

Sharon moved to approve the Review/Revision of Policy policy. Motion was seconded by Carol and unanimously approved.

X. Old Business/Other Business

A. On July 2, 2018, the Selectmen approved the Trustees' appointment of Jessica Warkentien as an Alternate Library Trustee. We are pleased to have Jessica join us!

B. Mindy reached out to the Director of the Hopkinton Library following the fire there to see if any assistance could be provided. The Trustees indicated that if there is anything we can do to assist the Hopkinton library, we will certainly do so.

XI. Public Comment

None.

XII. Adjournment

Sharon made a motion to adjourn, seconded by Susi. This was unanimously approved.

The meeting was adjourned at 7:38pm.

Respectfully Submitted
Peg Lesiak, Secretary
August 16, 2018