

**Minutes of the  
Abbott Library Trustees' Meeting  
Abbott Library, Sunapee, NH  
April 18, 2017  
6:30pm**

Trustees: Terri White, Chair, Jane Frawley, Denise Bressette, Tom Mickle  
Alternates: Sharon Palmer  
Library Director: Mindy Atwood  
In Attendance: John Wilson, Jean Wilson

**I. Chair's Remarks**

**Terri** stated that Sharon Palmer would be sitting in for Carol Brudnicki, who had an excused absence. Jane Frawley would be taking minutes for this meeting.

**II. Approval of Minutes**

A. March 21, 2017

Sharon made a motion to accept the minutes with the correction of the spelling of Jim Currier's name, seconded by Tom, approved unanimously.

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

Terri reported that the Friends met last week. Discussion centered on upcoming fundraising events including the Pancake Breakfast and the Flower Sale. The Friends are working with the Council on Aging and will fund a luncheon at the Abbott Library in September. Discussion followed on the need to address the senior demographic in town. The Friends are looking for one more committee member.

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

The Foundation will meet this coming Thursday. Tom gave a reminder that the Gala will be held July 20, 2017.

**V. Treasurer's Report**

Denise reported that all accounts are balanced. Denise called attention to line 100, showing that no funds had been received from the Town to date. Mindy reported that she had spoken with the Lynn Wiggins regarding this. Non-payment was due to an oversight and will be corrected. Denise suggested delaying the payment of some of our outstanding bills until the funds are added to our account. The Trustees were in agreement.

Terri made a motion to accept the Manifest of Bills from March 2017 to April 15, 2017, seconded by Jane, approved unanimously.

Denise will continue to be the Trustee liaison with the Trustee of the Trust Fund, including Susi in all developments. Denise will send another email to the AG's office. There are two new appointees to the Trustee of the Trust Fund, Brian Garland and Lynn Smith.

## **VI. Director's Report**

### **A. Statistics**

Mindy shared that the library will be highlighting one of our on-line services each month, starting with Indie Flix , as our on-line statistics have been trending down.

### **B. Community Outreach**

The Library received a grant from the New London Rotary to purchase two Ozobots starter packs and one Osmu Coding game, which are used for practicing early coding skill in young children.

### **C. Deselection**

Mindy and the staff are in the process of weeding books from the collection that have not circulated in the last three years. The staff will continue the deselection process on a regular schedule throughout the collection in the future.

### **D. Volunteers**

Mindy highlighted the 650 volunteer hours accrued in just the first quarter. The volunteers will be honored in September, which is Love Your Library month.

### **E. Staffing**

Mindy reported that three new library aides have been hired: Corinne Brannigan, Marcia Stansfield and Nancy Farwell, who will all be on board by April 24, 2017. Commendations were given to Paula by Mindy and the Trustees.

### **F. KOHA Upgrades**

Our software will be upgraded by Bywater on April 22, 2017.

### **G. Technology**

The need for a secured wireless solution is apparent. Discussion followed on the possible route for acquiring the level of security needed. Tom made a motion that the bid offered by Precision Software Corporation be accepted, with funding to come from the Trustees' Trust and Fines Account. This motion was seconded by Sharon and passed unanimously.

## **VII. Chair's Report**

### **A. Old Abbott Library Shelving**

The Trustees authorize the Town or Historical Society to use or dispose the leftover shelves and bookcases from the old Abbott Library.

### **B. July 4<sup>th</sup> Holiday**

Denise made a motion that the library close on Monday, July 3<sup>rd</sup> to observe the holiday, seconded by Tom, approved unanimously.

### **C. July Trustee Meeting**

Sharon made a motion to cancel the July meeting of the Trustees, seconded by Tom, approved unanimously.

### **D. Alternate Trustees**

There are two slots open for Abbott Library Alternate Trustees which the Trustees wish to fill. The Trustees are asked to bring forward any candidates they may know, and encourage them to fill out the Town volunteer form. If no candidates are found, the Trustees will then use funds to advertise in the Kearsarge Shopper.

#### E. Strategic Plan

The Strategic Planning Sub Committee met April 5, 2017 and will convene again on May 5, 2017 at 4:30pm. At that time, most of the outreach to the community will be complete, and the committee will look at next steps for analyzing the data collected.

#### F. Book Sale Tables

The tables will be used for this year's Book Sale and will remain in storage until then. Discussion followed about the use of a utility trailer versus a shed for future storage. Jim, Tom and John Wilson will follow up on this.

#### G. NHLTA Conference

All applications have been submitted for those who wish to attend the May 23, 2017 conference.

#### H. Officers

Terri will remain as Chair of the Library Trustees. Carol will move to Vice Chair, Susi will take on the Treasurer's role, which leaves a vacancy for Secretary.

#### I. Live Streaming Meetings

Discussion followed about the use of live streaming at town meetings, and the possibility and cost for the Library Trustee's meeting to be live streamed.

#### J. Library Celebration for Meeting New Staff

Jane and Sharon will work on setting a date that is mutually convenient for the Staff and Trustees. It will be an afternoon in May from 4-6pm.

#### K. Senior Awards

John and Jean Wilson were awarded the Joseph D. Vaughn Award for outstanding leadership as volunteers. The award will be presented at the Statehouse on May1, 2017 at 1:30 pm.

#### L. Honoring our New Director

Terri commended Mindy for her smooth transition from Assistant Director to Director in 3 days. The library has been in excellent hands.

### **VIII. Old Abbott Library**

Terri will review the Cy Pres agreement and inform the Trustees of any next steps that should be followed, as the Thrift Shop makes plans to use the lower level of the Old Abbott Library. Sharon asked about the For Sale sign that seems to be missing from the front of the old library. Terri will follow up.

### **IX. Old Business/Other Business (None)**

### **X. Public Comment**

Jean Wilson suggested holding onto the bills which she had just processed until the Town payment is received. The Trustees agreed.

### **XI. Adjournment**

Denise made a motion to adjourn, seconded by Jane, approved unanimously. The meeting was adjourned at 8:15pm.

Respectfully Submitted  
Jane Frawley, Acting Secretary

