

**Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
May 16, 2017**

In attendance were Trustees: Terri White/Chair, Carol Brudnicki/Vice Chair, Susi Churchill/Treasurer, Jim Currier, Jane Frawley, Tom Mickle, and Sharon Palmer filling in for Denise Bressette, who had an excused absence.

Library Director: Mindy Atwood

Others: Caitlin Clapp, Jean Wilson

I. Chair's Remarks

Meeting was called to order by Chair Terri White at 6:30 PM Tuesday, May 16, 2017

Terri noted that Sharon Palmer was filling in for Denise Bressette who had an excused absence.

She also welcomed Susi Churchill to the Board and noted that Caitlin Clapp, president of Abbott Library Friends was joining us.

II. Approval of Minutes

Jim Currier moved to approve the minutes of Abbott Library Trustee's Meeting of Tuesday, April 18, 2017 Motion was seconded by Sharon Palmer and unanimously approved.

III. Report from the Friends of the Abbott Library

Caitlin Clapp reported that the Friends are finalizing their fundraising appeal letter. They are organizing the Pancake Breakfast fundraiser which is on July 15th. She also mentioned that they are in need of a permanent board member.

IV. Report from the Abbott Library Foundation

Tom Mickle reported that the Foundation fundraiser Gala is scheduled for July 20 and the theme is the Wizard of OZ. They have received approval for the use of the space and are working on invitations. They will meet this Thursday.

The board discussed the conflict of dates between our Gala and Project Sunapee's fundraiser. It was suggested at the Foundation next meeting they consider whether we need to hold the event later in the summer or possibly skipping it this year. Instead of the Gala we could erect a "giving tree" in the library and encourage donations to the Projector project at the library or online. We also need to get on the Project Sunapee's calendar for our fundraiser event for next year during Sunapee's 250th anniversary celebration.

V. Treasurer's Report

A. Review of Financials

Denise Bressette (past treasurer) spent time with Susi Churchill (present treasurer) to train her and has provided detailed instructions on recording the library financial reports. Susi Churchill reported that all accounts are reconciled. We are current with the Town stipend and presently under budget. Signature cards for Sugar River Bank are still being prepared.

B. Review/Approve Bill Manifest

Jim Currier moved we accept the May, 2017 Manifest of Bills report of all bills entered April 2017. The motion was seconded by Carol Brudnicki and approved unanimously.

C. Trust Funds Update

No update

VI. Directors Report .- Mindy Atwood reported:

Plans are to place a “Little Free Library” in the Harbor in front of Wild Goose Country Store. The Library will monitor the contents.

A story time will be held at Stacy’s Smoothies weekly at 12 noon on Tuesdays.

COA Chapin Senior Center will add the library’s events to their monthly newsletter.

A Colby-Sawyer Student will work as a summer intern at the library.

We are accepting applications for a summer High School internship that will be funded by the Friends.

Deadline for applications is June 2.

Mindy expects the new computer network to be installed and running properly next week.

The Donation Gift Policy, Investment Policy, Pet Policy, Public Records Policy, and Volunteer Policy still need to be reviewed. Appeals Process for suspension of Internet Use, Emergency Care and First Aid Policy need to be researched and drafted.

Mike Guay will be looking at the lighting options for the side of the building.

The mechanism for the flag pole needs to be repaired. Until it is repaired the flag will not be flown.

The New furniture for the NH History Conference Room has arrived.

The parking lot lights are now set to go off at 9:30.

Mindy Atwood provided Donna Nashawaty a list of our cooperative activities with the Sunapee Schools.

For the next 12 months the Friends of Abbott Library will reimburse up to \$25 of the admission cost to any museum in New England.

Library is now fully staffed.

Paula McKinley is visiting Sunapee Cove every two weeks with a selection of books and to lead a book discussion.

Justin Levesque is leading the regularly scheduled book group discussion.

May 22 at 6 pm Judge Broderick will speak about signs of depression and removing the stigma of mental health issues. The event is co-sponsored by the Sunapee Police.

New Staff reception will be held May 31 from 4 to 6.

June 13 at 7 pm Liz Barbour will present “Edible Gardening” cosponsored by Sunapee Gardeners.

Justin Levesque will be leading a new “Movie Group” discussion starting June 19.

The board discussed allowing all the staff to attend the town sponsored Sexual Harassment Workshop. *Terri White made a motion that the entire library staff attend the Sexual Harassment Workshop to be held by the town on Wednesday, June 7, 2017 and that Mindy Atwood work to have sub coverage during the time of the workshop. If she is unable to have sub coverage the Library will close from 12 to 2:30 on Wednesday, June 7, 2017. Motion was seconded by Jim Carrier and passed unanimously.*

VIII. Chairs Report - Terri White

A. Officers

Sharon Palmer made a motion to elect Carol Brudnicki as Secretary. Motion was seconded by Susie Churchill and unanimously approved.

Carol will serve as Secretary and Vice Chairman.

B. Strategic Plan

The committee met on May 3rd and members are working on getting responses from designated individuals. The survey will be closed May 31. Mindy Atwood will draw the gift card. Mindy will also have the surveys compiled and distributed to committee members by June 7th. The committee’s next meeting is June 14th.

C. Book Sale Tables

Book Sale tables are in storage. We have received one offer to provide free storage space for them for next year. Jane Frawley has been in contact with the individual and will check out the space to see if it fits our needs.

D. Book Sale

Jane Frawley has applied for the use of the Gym’s space. The committee will meet in June.

E. NHLTA Conference – May 23

Terri White, Carol Brudnicki, Jim Currier, Tom Mickle, and Mindy Atwood will be attending.

F. Introduce/Celebrate Staff – May 31

Sharon Palmer and Jane Frawley are organizing the event. It will be from 4 to 6 on May 31.

G. Policies/Policy Committee

Previous Committee members were Sharon Palmer, Carol Brudnicki, Jim Currier, and Mary Danko.

H. NHLTA Awards

Sharon Palmer moved that we nominate Terri White as NHLTA Trustee of the Year. Motion was seconded by Jim Currier and unanimously approved.

Carol Brudnicki and Sharon Palmer will work with Mindy Atwood in writing up the recommendation.

I. Alternates

We have three applicants for the two vacancies of Library Trustee Alternate. The committee discussed and considered the applicants before making any decision.

Jane Frawley moved that we accept the applications of Suzanne Tether and Scott Rappeport as Library Trustee Alternates. Motion was seconded by Jim Currier and unanimously approved.

Terri White will talk with the applicants and notify the selectmen of our recommendations.

J. Storage Shed

The parking lot plan that is under review includes space for a storage shed.

K. Summer Town Meeting – Aug 1

Mindy Atwood, Tom Mickle, Jim Currier, and Carol Brudnicki are planning on attending.

L. Lighting

There was some concern over the placement and approval of the parking lot lights. The parking lot lighting approval was for poles #2 and #3. Lights are on poles #2 and #3. The lights were adjusted so they will not shine on the neighbor’s property. Property owners appreciated the quick response and adjustment of the lights.

IX. Old Abbott Library

According to the Cy Pres agreement, the Abbott Library is to receive \$250,000 from the sale of the Old Abbott Library. The Sunapee Selectmen will need to include a ballot item in the 2018 Ballot, as per the Cy Pres agreement. It would be beneficial if we have a question/answer sheet to inform the public about this issue. It was suggested we consider holding a forum or address the issues in the Newspaper. Trustees are requested to bring to our next meeting questions we feel need to be addressed.

X. Old Business/Other Business - none

XI. Public Comment - none

XIII. Adjournment

*Jim Currier made a motion to adjourn, seconded by Jane Frawley and unanimously approved.
The meeting was adjourned at 8:24 PM.*

Respectfully Submitted
Carol Brudnicki, Secretary
May 17, 2017