

**Minutes of the Abbott Library Trustee's Meeting  
Abbott Library, Sunapee, NH  
June 20, 2017**

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

*Library Director:* Mindy Atwood

*Alternate Trustees:* Suzanne Tether

*Other:* Scott Rappeport

**I. Chair's Remarks**

Meeting was called to order by Chair Terri White at 6:30PM Tuesday, June 20, 2017.

Terrie mentioned that Sharon Palmer was filling in for Tom Mickle who had an excused absence.

She then welcomed Alternate Suzanne Tether and proposed alternate Melvyn "Scott" Rappeport.

**II. Approval of Minutes**

Two minor amendments were made to the May 16, 2017 minutes.

*Jim Currier moved to approve the minutes of Abbott Library Trustee's Meeting of Tuesday, May 16, 2017 as amended. Motion was seconded by Sharon Palmer and unanimously approved.*

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

Mindy Atwood informed us that the Friends are now fully staffed having added a new board member.

The July 15<sup>th</sup> breakfast fundraiser is organized and everything is ready. This year a fire truck, police cruiser, and highway truck will be staged for the Children to explore.

The Friends are planning a fall fundraiser event to raise awareness about the library.

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

Terri White reported that the Foundation cancelled the July 20<sup>th</sup> Gala due to competing events. They plan on holding it next year.

**V. Treasurer's Report**

**A. Review of Financials**

Susi Churchill reported that all accounts are reconciled. We are current with the Town stipend and presently under budget. Payroll figures have been corrected.

Mindy Atwood reported that we are on target with wages. When Mary Danko left she was paid four weeks of vacation time and the part time employees increased their work hours to keep the library running smoothly. We are now fully staffed with two full time employees, two aids which work 34 hours a week and four aids who work 9 to 12 hours a week.

**B. Review/Approve Bill Manifest**

*Jim Currier moved we accept the June 10, 2017 Manifest of Bills report of all bills entered May, 2017. The motion was seconded by Denise Bressette and approved unanimously.*

**C. Trustee of Trust Funds Update**

Denise Bressette will contact Terry Knowles (AG's Office) to introduce her to Susi Churchill our present treasurer.

**VI. Directors Report** Mindy Atwood

After a lot of work the network/WiFi project is completed and computers are now running through the Barracuda filter. As a result of Barracuda’s misinformation causing difficulty in getting everything working, Mindy Atwood has negotiated a 50% reduction in our renewal fee. She is going to research alternate filtering solutions that are capable of doing all that we need. Because of the time involved in fixing the problems, the cost of our technician will exceed what has been previously approved.

*Jim Currier moved that we authorize Mindy Atwood to pay Precision Software up to \$1500.00 from the Trust and Fines account to cover the additional expenses of the Barracuda network/WiFi project. Motion was seconded by Jane Frawley and approved unanimously.*

Joyce Martin’s introduction of the summer reading program to the Elementary Students was well received.

Katie Cottrill (Colby-Sawyer Student) has started her (unpaid) internship with us.

Paula McKinley is in the process of interviewing students for the paid summer internship.

All the staff attended the sexual harassment training session held by the town.

**VII. Old Abbott Library**

Terri White briefly explained the Cy Pres agreement and the status of the sale of the Old Abbott Library. Terri will invite Becky Rylander, Historical society, to our next meeting to update us on their fundraising progress.

The trustees are compiling a list of questions that are being asked concerning the Old Abbott Library. Terri has taken the questions and written a first draft of answers. The board made a few suggestions to her first draft. Terri will “tweak” the answers and present it at our next meeting.

Questions arose concerning the Towns need for a warrant article on the 2018 as deemed necessary by the Cy Pres agreement.

*Sharon Palmer made a motion to authorize Terri White to contact our lawyer in order to confirm our understanding of what is being placed on the 2018 ballot concerning the Cy Pres agreement. Motion was seconded by Jim Currier and approved unanimously.*

**VIII. Chairs Report – Terri White**

A. Strategic Plan

The committee met June 14 and reviewed the information gathered in the survey. Each member of the committee will take one question to organize and summarize it for the next meeting.

B. Approval of Alternate Application Melvyn “Scott” Rappeport

*Carol Brudnicki moved to approve Melvyn Rappeport as alternate Library Trustee. Motion was seconded by Sharon Palmer and approved unanimously.*

Melvyn Rappeport goes by the name Scott.

**IX. Book Sale Committee – Jane Frawley**

The committee met and organized the Book Sale to be held on July 15. We have found someone who will provide storage for the book sale tables starting after the book sale. The school custodian will have his team help move the tables.

**X. Old Business/Other Business**

Terri White thanked Jane Frawley and Sharon Palmer for organizing the Staff Introduction Party. It was well attended and enjoyed by all.

The NH Trustee conference was attended by Trustees Terri White, Carol Brudnicki, Jim Currier, Tom Mickle, and assistant librarian Paula McKinley. The conference was well organized and the sessions were very informative.

The Policy committee of Carol Brudnicki, Jim Currier, Sharon Palmer, and Mindy Atwood will meet in early August to continue work on updating our policies.

**XI. Public Comment - none**

**XII. Adjournment**

*Jim Currier made a motion to adjourn, seconded by Denise Bressette and was unanimously approved. The meeting was adjourned at 8:06 PM.*

Respectfully Submitted

**Carol Brudnicki, Secretary**

**June 22, 2017**