

**Minutes of the Abbott Library Trustee's Meeting  
Abbott Library, Sunapee, NH  
August 15, 2017**

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

*Others:* Jean Wilson, Scott Rappeport

**I. Chair's Remarks**

Meeting was called to order by Chair Terri White at 6:31PM Tuesday, Aug 15, 2017. Meeting was held outside on the Library's front deck. Tom Mickle and Jane Frawley had excused absences.

**II. Approval of Minutes**

*Terri White moved to approve the minutes of Abbott Library Trustee's Meeting of Tuesday, June 20, 2017 Motion was seconded by Jim Currier and unanimously approved.*

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

No report

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

No Report

**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. Lake Sunapee Bank has been joined with Bar Harbor Bank and they are now charging us \$10 per month if our Trust and Fines account goes under \$15,000. Mindy Atwood has been able to get us a waiver for the past three months and has requested that we be given a permanent wavier.

**B. Review/Approve Bill Manifest**

*Jim Currier moved we accept the August, 2017 Manifest of Bills report of all bills entered June 2017. The motion was seconded by Sharon Palmer and approved unanimously.*

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

**C. Trust Funds Update**

Denise Bressette has emailed Terry Knowles (AG's Office) and is waiting for a response.

**VI. Directors Report**

Mindy Atwood is on vacation this week so no verbal report was presented, however, she had sent out an email report.

**VII. Old Abbott Library**

**A. Update from Sunapee Historical Society**

Becky Rylander reported that the Historical Society signed a contract with the Town and obtained the key to the Old Abbott Library on August 1, 2017. They have two years (till July 29, 2019) to raise the funds and purchase the building. The contract calls for them to pay the town \$500 per month rent and the use of the upstairs. The Thrift shop is located downstairs and operating. Once the Historical Society purchases the building the Thrift shop will be able to stay downstairs for 10 years and town will pay them \$500 per

month. The Society has started making some improvements and plans on doing more which include: trimming back the overgrown bushes, pulling up carpeting, refinishing hardwood floors, and painting walls. They are getting opinions from various experts as to what needs to be done concerning the Ancient Elm that is on the property. Last February they started raising funds toward the purchase of the building. They have also held fundraising events. To date they have collected or received pledges totaling \$220,000. They plan on sending out a fundraising plea to property owners in the fall.

Terri White has spoken with our attorney to confirm that the town must place a warrant article on the ballot starting in 2018 concerning paying the Abbott Library their portion of the Old Abbott Library.

#### B. CyPres Update/Questions

Our Question and Answer sheet concerning the Old Abbott Library – CyPres agreement will be reviewed at a future meeting.

### **VIII. Book Sale Update**

The 2017 Book Sale went well. \$2337 was collected at the sale. An additional \$92.64 has come in from the books sold on line. This gives us a total of \$2429.64.

The Book sale tables are presently stored on the Elementary School gym stage. Many of the sawhorse legs are in poor shape.

*Sharon Palmer made a motion to ask the Elementary School to store the tables and legs back stage. Motion was seconded by Susi Churchill and unanimously approved.*

Jim Currier will contact the elementary school and will work on making new legs/sawhorses for the tables.

### **IX. Chairs Report – Terri White**

#### A. Strategic Plan

The committee members met last week and they are starting to compile the responses from our survey, highlighting what is important. It is suggested we share with the town responses to our survey especially where opinions were presented involving non-library programs.

#### B. John Wilson Memorial Celebration

Tuesday, August 22 the trustees will host a celebration of John Wilson. Friends will be allowed the opportunity to share their memories or stories. It was suggest that the celebration be recorded so those who cannot attend, especially family members may view it.

#### C. 2018 Budget

Susi Churchill, Mindy Atwood, and Denise Bressette will compile a draft budget for review at our September 19<sup>th</sup> meeting. We will schedule a meeting dedicated to discussing the budget in October prior to our monthly meeting. Terri White will invite members of the Advisory Budget Committee to attend our meeting when we discuss the library budget.

#### D. Authorization for Director / LSB

Susi Chrchill will contact Lake Sunapee Bank to if we can authorize the library director to obtain information about our accounts.

#### E. Christmas Holiday Business

As in the past it was suggested we will keep the library open on the school veteran's day holiday and close the day before Christmas.

*Jim made a motion to close the Abbott Library Saturday, Dec 23 and Monday December 25. Motion was seconded by Terri White and unanimously approved.*

**X. Old Business/Other Business**

The policy committee met. Investment Policy, Gifts/Donations/Memorial Policy and Service Animal Policy are ready for board review. The committee recommends the Service Animal policy be reviewed by our Lawyer. Terri White suggested we hold off having it reviewed by our lawyer until we gather any other policies for review and submit them to all together. Terri White will ask Mindy Atwood to distribute the policies ready for discussion and approval to the Trustees prior to next meeting.

**XI. Public Comment**

Scott Rappeport was concerned about the decrease in visitation and usage of the wireless. Terri White suggested we wait till next month when Mindy Atwood is present to answer his concerns.

**XII. Adjournment to Non-Public Session 91-A:3 IIa – The dismissal, promotion or compensation of any public employee**

*Jim Currier made a motion to adjourn to a non-public session. Motion was seconded by Sharon Palmer. By roll call vote, the Trustees voted to adjourn to a Non-Public Session under 91-A:3 II(a) at 7:59 PM.*

*By roll call vote the Trustees voted to have the minutes of this non-public Session sealed permanently.*

*Jim Currier made a motion to resume public session, seconded by Sharon Palmer. Approved unanimously, the Trustees returned to public session at 8:03 PM.*

**XIII. Adjournment**

*Jim Currier made a motion to adjourn, seconded by Sharon Palmer and unanimously approved. The meeting was adjourned at 8:04 PM.*

Respectfully Submitted

**Carol Brudnicki, acting Secretary      August 17, 2017**