

**Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
September 19, 2017**

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

Library Director: Mindy Atwood

Alternate Trustees: Sharon Palmer, Suzanne Tether

I. Chair's Remarks

Meeting was called to order by Chair Terri White at 5:31PM Tuesday, September 19, 2017
Scott Rappeport is filling in for Susi Churchill who had an excused absence.

II. Approval of Minutes

Terri White moved to approve the minutes of Abbott Library Trustee's Meeting of Tuesday, August 15, 2017 Motion was seconded by Jim Currier and unanimously approved.

III. Report from the Friends of the Abbott Library

Mindy Atwood reported the Friends annual meeting will be Oct 25, 2017. After the business meeting they will have a speaker from the Kearsarge Indian Museum.

The Friends are working on a fall fundraiser event where Students display their artwork at the library and then the artwork is available for purchase.

IV. Report from the Abbott Library Foundation

Tom Mickle reported the Foundation will meet Wednesday, Sept. 20, 2017.

The Abbott Library has been designated as the New London Inn/Coach House Restaurant Thursday Child for Thursday, October 5, 2017. A portion of the profits earned that evening by the restaurant will be donated to Abbott Library Foundation. The Foundation has two board openings.

V. Directors Report.

A. August & September Reports

Mindy Atwood reported that the two Summer High School interns sponsored by the Friends were extremely helpful bringing new ideas and enthusiasm to the library. There was a decrease in attendance and participation in the Summer reading program possibly a result of a less inspiring theme. Two additional after-school programs will be offered to 5th grade and older students. Mindy Atwood is working on a developing a way to involve Middle and High students in active participation in the library.

B. Review/Approve Policies

The board reviewed these policies and took the following action:

1. Investment Policy

Carol Brudnicki moved to approve the Investment Policy as amended. Motion was seconded by Jim Currier and unanimously approved.

2. Pet Policy

Jim Currier moved that we have the amended Pet Policy reviewed by legal counsel. Motion was seconded by Denise Bressette and unanimously approved.

3. Gift, Donation, and Memorials Policy

This policy is being sent back to the committee to incorporate the New Hampshire statues: 202-A:4-C and 202-A:4D.

4. Volunteer Policy

Scott Rappeport moved to approve the Volunteer Policy as submitted. Motion was seconded by Jim Currier and unanimously approved.

VI. Treasurer's Report

A. Review of Financials

Denise Bressette reported that all accounts are reconciled. We are current with the Town stipend and presently under budget.

B. Review/Approve Bill Manifest

Terri White moved we accept the Sept 18, 2017 Manifest of Bills report of all bills entered August 2017. The motion was seconded by Jane Frawley and approved unanimously.

C. Bank Account Approvals

Abbott Library Director will not be included as a signer on our accounts. The four signers (Susi Churchill, Denise Bressette, Terri White, and Carol Brudnicki) need to keep each other and Mindy Atwood, aware when they will be out of town.

6:15 PM the board broke for Pizza.

John Augustine, Town selectman joined the audience.

VII. Budget Review

6:25 the Board started review of the 2018 Budget.

Mindy Atwood went over the budget with the Board line by line. Changes were made to three lines.

Mindy will research the following are items:

1. Contact Comcast to find out why our rate keeps increasing and to see if we can get a better or reduced rate without decreasing service or internet speed.
2. Find out if the library is on the town fixed rate for electricity.
3. What is the length of the warrantee for HVAC?
4. Check with Kennedy Landscaping for an estimate on 2018 expenses. 2017 cost included the removing and replanting around the parking lot.
5. Find out if our insurance includes contents in addition to replacement value of the building.
6. Check with Craig on our carpet cleaning schedule and how are we billed.

Mindy would like the board to consider asking the Selectmen to add a position "Library Aide III" (LAIII) to the Town of Sunapee pay table at Grade 7. Our Library is seeing an increase in circulation, inter library loans, and programing. One of our present Library Aide II (LAI) employees has undertaken responsibilities that are beyond LAII responsibilities. The individual is currently at Step 4 under LAII and should be LAIII / Grade 5 Step 3. This would be an increase of \$2,438.45 to the proposed budget.

The board decided to table further discussion of the budget and Library Aide III position until next meeting.

VIII. Chair's Report

Next Meeting Date will be Tuesday October 3 starting at 5:30 to continue work on the Library Budget.

X. Old Business/Other Business: None

XI. Public Comment: None

XIII. Adjournment

Jim Currier made a motion to adjourn, seconded by Denise Bressette and unanimously approved. The meeting was adjourned at 8:14PM

Respectfully Submitted

Carol Brudnicki, acting Secretary September 20, 2017