

**Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
October 25, 2016**

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

Library Director: Mary Danko

Alternate Trustees: Susi Churchill

I. Chair's Remarks

Meeting was called to order by Chair Terri White at 6:30pm Tuesday, October 25, 2016.

II. Approval of Minutes

Xan Gallup moved to approve the minutes of Abbott Library Trustee's Meeting of Tuesday, September 20, 2016. Motion was seconded by Terri White and unanimously approved.

III. Report from the Friends of the Abbott Library

Terri White reported the Friends are working on By-law corrections and getting ready for their Annual meeting to be held on Nov 16 at 6:30PM. The business meeting will be followed by a presentation on use of the Library's new telescope.

IV. Report from the Abbott Library Foundation

Tom Mickle reported the Foundation met on Oct 13. They are working on getting the Main Library room named after Dave Coffin who donated a significant amount to the building of the Library. Their fall newsletter will highlight projects they are working on or have completed.

V. Treasurer's Report

A. Review of Financials

Denise Bressette reported that all accounts are reconciled and we are presently under budget. Denise clarified for Tom Mickle (and the board) the Balance Sheets and what they record: *Capital Campaign & Donations Account – Actual by donors/grants* is the overall amount that has been donated to the Library.

Capital Campaign & Donation Account Balance Sheet is the present amount in the account.

Abbott Library Balance Sheet is the amount in our checking/savings account and the amount held by the Town in the trust fund (Gardner fund).

The Trust & Fines Account tracks other types of income (book reimbursement, non-resident fee, coffee donations, copier income) and expenses (trust & fines expenses).

B. Review/Approve Bill Manifest

Xan Gallup moved we accept the October 19, 2016 Manifest of Bills report of all bills entered September 2016. The motion was seconded by Terri White and approved unanimously.

C. Trust Funds Update

Terry Knowles is still in the process of looking it over.

VI. Directors Report

Mary Danko, Mindy Atwood & Joyce Martin attended the NELA conference and found it very informative. The generator had its first routine maintenance. A wall in the activity room is being painted so it can be a dry erase board. Doug, from Windsor Painting, at no charge to the Library is doing some touch up work and putting in expansion slots where cracks have occurred. Oct 22 marked the completion of our second year in the new library.

A. Revised Librarian Job Description

Sharon Montambeault has submitted her official letter of retirement to begin Dec 31. Mary Danko has written up a job description and ad for Librarian/Assistant Director position.

Jane Frawley made a motion to accept the Librarian/Assistant Directors job description. Seconded by Denise Bressette, the motion passed unanimously.

Sharon Palmer made the motion to accept the Librarian/Assistant Directors job ad as presented with the inclusion of the salary pay range of \$15.70 to \$20.43 per hour. Motion was seconded by Sharon Palmer and passed unanimously.

B. Budget

Terri White thanked Denise Bressette and Mary Danko for all the work they have done to get the budget ready for this evenings meeting. The proposed budget includes roll ups and full family insurance for an assistant Librarian. The board considered and discussed the options of increasing the number of Library Aide hours by 22 hours and/or making the Children's Librarian a full time position. The need for addition employees is backed up by the Library use Comparison Statistics that indicate since moving into the new Library building Adult books borrowed are up 86%, Children books 103%, and Magazines 425%. Also discussed was the possibility of the Foundation assisting in funding a full time position or funding non staffing items to free up funds for additional staffing needs. As changing the Children's Librarian position from part time to full time would require a Town Warrant item the board decided to wait till after the strategic planning has been completed before attempting to get a warrant issue passed.

Terri White moved to approve the 2017 Library Draft Budget that includes the increase of 22 hour of library aids to begin 4/1/17 and to amend the building insurance not to exceed \$4500. Motion was seconded by Denise Bressette and passed unanimously.

C. ABC Committee Update

Mary attended the ABC meeting on Oct 10th and will be at the Oct 28th budget meeting. The committee is still getting established and organized.

VII. Chairs Report

A. Strategic Plan Update

The committee has gone as far as they can till after information is gathered. A tentative date of January 18, 2017 has been set to hold a Public Forum with Michael Marquise moderating. In addition surveys will be disturbed on line, at the library, town hall and other locations.

B. Book Sale Tables

Tom Mickle is paying for the tables to be store till May 1st. Jane Frawley informed us that the School janitor has said there are 30 tables available to borrow from the school. The Lions club has an additional 6 tables we could borrow. Further discussion on usage and storage will be at a later meeting.

B. Alternate – Appointment

Susi Churchill’s term as Trustee alternate has expired.

Sharon Palmer moved we reappoint Susi Churchill as Trustee alternate. Motion was seconded by Jane Frawley and approved unanimously.

C. Budget Hearing

Terri White informed us that the Library budget will be discussed on Oct 28 at 9 am at the Safety Service Building by the ABC committee. All Trustees are encouraged to attend.

D. Additions item

Mindy Attwood, and Terri White gave a presentation at the Hookset Public Library for LTA. Sixteen towns were represented and many questions were asked.

VIII. Old Abbott Library

Denise Bressette, Tom Mickle, Carol Brudnicki & Terri White attended the Towns Selectman’s meeting Monday Oct 17. The Realtor who has the buildings listing provided an update. Becky Rylander also gave a presentation for the Historical Society. After the Selectmen’s meeting, Terri reviewed the Cy Pres agreement and sent Donna Nashawaty (Town manager) an email outlining that the Cy Pres speaks to the Town “maintaining” the building but does not include any information regarding renovation to the building. Terri also updated the Trustees that our attorney, Bob Wells, had been contacted by the AG’s office regarding the annual progress update which is included as part of the Cy Pres agreement. The report must be filed with the Attorney General/Office of Charitable Trusts by October 1. Terri responded to the email and Terri let Bob Wells and the AG’s office know that it is the responsibility of the Town to provide the annual update. The Selectmen are scheduled to review additional information on the Old Abbott Library at their December 12th meeting.

IX. Old Business/Other Business

Terri White asked the board to start thinking about Staff Gifts for the holiday season. Xan Gallup has agreed to coordinate our donations of either items or cash for the staff members.

X. Public Comment - none

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

Terri made a motion to adjourn to a non-public session. By role call vote, the Trustees voted to adjourn to a Non-Public Session under 91-A:3 IIa at 8:18 pm. The Trustees voted to have the minutes of this non-public Session sealed permanently. Xan Gallup made a motion to resume

public session, seconded by Terri White. By roll call vote, the Trustees voted to return to public session at 8:22 pm.

XI. Adjournment

Jan Frawley made a motion to adjourn, seconded by Denise Bressette. The meeting was adjourned at 8:23 pm.

Respectfully Submitted

Carol Brudnicki, Secretary October 27, 2016