

Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
Nov. 15, 2016

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

Library Director: Mary Danko

I. Chair's Remarks

Meeting was called to order by Chair Terri White at 6:30PM Tuesday, Nov. 15, 2016.

II. Approval of Minutes

The spelling of Gallup was corrected in the minutes of October 25, 2016. In addition under section VIII Old Abbott Library the minutes were amended to read:

“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.”

Lois Gallup moved to approve the minutes of Abbott Library Trustee's Meeting of Tuesday, October 25, 2016 as amended. Motion was seconded by Xan Gallup and unanimously approved.

III. Report from the Friends of the Abbott Library

Terri White reported that the Friends have their Annual Meeting tomorrow – Wednesday, Nov 16. After a short business meeting where a few by-law changes will be considered, a demonstration of the new telescope will take place. Terri also reported that there are a few new members on the Friends Board.

IV. Report from the Abbott Library Foundation /

Tom Mickle reported that the foundation is working on their fall newsletter. They are looking for more board members and that treasurer, Lynn Smith is looking to be relieved of her position.

V. Treasurer's Report

A. Review of Financials

Terri White reported that Denise Bressette informed her that all accounts are reconciled. The New Library Capital Campaign & Donation Account was presented in detail.

In the past if any budgeted funds were left over at the end of the year the Library has been able to retain the funds for use the following year. This will no longer occur and the funds will revert to the Town's general fund. Mary Denko is looking into our finances to determine if and where we may come in under budget. Mary believes we will be pretty close to our budget as many bills come in December.

B. Review/Approve Bill Manifest

Carol Brudnicki moved we accept the Nov 12, 2016 Manifest of Bills report of all bills entered October 2016. The motion was seconded by Terri White and approved unanimously.

C. Trust Fund Update

No report as we are still waiting to hear from Terry Knowles (AG's office).

VI. Directors Report

A. ABC Committee Update Mary attended the ABC meeting on Monday Nov 14th, where they worked on the Town Budget. The committee appeared happy with the departments' proposed budgets. At their next meeting they will work on warrant articles.

B. Library Policies.

- a. The board reviewed the **Patron Privacy Policy**. Terri White suggested adding “& volunteers” to the last sentence. *Jane Frawley moved to accept the Patron Privacy Policy as amended. Seconded by Xan Gallup the motion carried unanimously.*
- b. The board reviewed the **Library Code of Conduct**. Terri suggested we either include periods at the end of all bullet items or remove them all to be consistent. *Xan Gallup made a motion to accept the Library Code of Conduct as submitted with removing the period at the end of the bullet items. Motion was seconded by Lois Gallup and unanimously approved.*
- c. Terri White thanked the committee members who worked on rewriting and revising the Library Policies.

VII. Chair's Report

A. Strategic Plan Update Terri White reported that Michael Marquise will be available to moderate a Public Forum on January 18, 2017. We will be sending out “save the date” promotion.

B. Book sale tables are being stored till May. It is recommended that the committee meet to figure out what to do with the tables after that date. Mary Danko mentioned that the Highway department is requesting to build a cold storage facility with 5 bays (3 for highway, 1 for fire department, 1 for police department). Rec department is also interested in a bay. A suggestion was expressed that we might be able to share a bay with the Rec Department.

C. Xan is organizing staff gift baskets/boxes. Trustees are asked to either give her a cash donation by Dec. 13th so she can purchase items, or donate items to be included by Dec 20th.

VIII. Old Abbott Library

Terri White expressed concern that she might need to call upon our Attorney concerning the Cy Pres agreement. *Tom Mickle moved to authorize Terri White to consult our legal counselor, Bob Wells, on matters concerning Cy Pres as needed. Motion was seconded by Jane Frawley and approved unanimously.*

IX. Old Business/Other Business - none

X. Public Comment – none

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

Tom Mickle made a motion to adjourn to a non-public session, seconded by Xan Gallup. By roll call vote, the Trustees voted to adjourn to a Non-Public Session under 91-A:3 IIa at 7:26PM. 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 Lois Gallup. By roll call vote, the Trustees voted to return to public session at 7:42PM.

XII. Adjournment

Lois Gallup made a motion to adjourn, seconded by Xan Gallup and unanimously approved. The meeting was adjourned at 7:43PM.

Respectfully Submitted

Carol Brudnicki, Secretary November 16, 2016