

**Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
Dec 20, 2016**

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

Library Director: Mary Danko

Alternate Trustees: Lois Gallup

Others: Keith Chrisman

I. Chair's Remarks

Meeting was called to order by Chair Terri White at 6:31 PM Tuesday, Dec 20, 2016.

II. Approval of Minutes

Xan Gallup moved to approve the minutes of Abbott Library Trustee's Meeting of Tuesday, November 15, 2016. The Motion was seconded by Jane Frawley and unanimously approved.

III. Report from the Friends of the Abbott Library

Mary Danko reported that the Friends had their annual meeting and approved by-law changes. They are considering adding alternates to the board. Use of the New Telescope was demonstrated.

IV. Report from the Abbott Library Foundation

Tom Mickle reported that they have mailed out letters and are conducting their annual campaign.

V. 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. Mary Danko & Denise are keeping a watch on purchases as the end of the year approaches. If funding is available they are considering purchasing 4 square tables and matching chairs for the NH conference room to replace the heavy furniture from the old library presently in the NH conference room.

B. Review/Approve Bill Manifest

Xan Gallup moved we accept the Dec 14, 2016 Manifest of Bills report of all bills entered November 2016. The motion was seconded by Sharon Palmer and approved unanimously.

C. Request to the Trustees of the Trust Funds

No report.

VI. Directors Report

Mary Danko with Mindy Atwood's assistance has put together a round table for libraries that serve seasonal populations to share information. Terri White suggested that trustees be included at a future gathering.

It was noted that 2015 November attendance records included the Library of the Year celebration, and 2014 included the grand opening ceremony. The reduced number of patron visits in November 2016 as compared to previous years may be attributed to the fact that no event was held in November 2016.

The board reviewed the Personnel Policy and made a few changes. Questions arose as to how the staff member is evaluated at the end of the probationary period of three months. Mary Danko will check with

the town's performance evaluations and personnel policy to see if any policy is in place and to insure we are in compliance. Voting on the Personnel policy will be tabled till next month.

Library Closing Policy was reviewed. *Carol Brudnicki moved that we approve the Library closing policy as presented. Motion was seconded by Denise Bressette and unanimously approved.*

VII. Chairs Report

A. Strategic Plan Update

Michael Marquise will moderate a public forum on January 18th starting at 6:30 PM to allow the community to give the Board their opinions on the Libraries future needs and activities.

B. Book Sale Tables

Book Sale Committee plans to meet in January 2017.

C. Election 2017

Jim Currier and Xan Gallup terms expire this year. Xan has decided not to seek reelection. Terri will check with Jim to see if he wishes to be reelected. Alternates Sharon Palmer's term ends in February, Lois Gallup's ends in April and Susi Churchill's ends in October. (Alternates serve one year terms) Lois does not wish to be reappointed. This will leave vacancies of possibly 2 board members and one alternate.

D. Upcoming Meetings

Terri White will keep us informed on upcoming meetings. She encourages all trustees to attend the Feb 7, 2017 deliberative session. The possibility of having a table with survey questions concerning the library strategic plan will be pursued.

E. Presentation – Keith Chrisman – Solar Panels

Keith Chrisman spoke to the board concerning installing solar panels at the library. He is working with Revision Energy to put together a proposal. Information was given to the board and discussion followed. Keith was invited to return next month with more information including a proposal. We suggested that he be accompanied by a representative from Revision Energy.

VIII. Old Abbott Library – Cy Pres – Terri White

Terri White forwarded a copy of the Sunapee Historical Society's lease/purchase offer for the old Abbott Library that was presented to the Board of Selectmen in October. The document will continue to be refined. Still in question is the funding for bathroom renovations. The selectmen will hold a public hearing on Jan 9, 2017 & Jan 24, 2017 on the proposed purchase. The proposal must also go through the conservation commission and the Town's planning board. Mary Danko brought up a few safety issues that need to be addressed concerning the Old Abbott Library such as snow shoveling and the alarm system. Mary will contact the Town Manager, Donna Nashawaty, directly about those issues.

IX. Old Business/Other Business - none

Terri White and the board extend their thanks and appreciation to Xan and Lois Gallup for putting together the wonderful holiday boxes for the staff.

Sharon Montambeault is retiring as Assistant Library Director on December 31, 2016. She has worked at Abbott Library for 37 years.

X. Public Comment - none

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

Terri White made a motion to adjourn to a non-public session, which was seconded by Xan Gallup. By roll call vote, the Trustees voted to adjourn to a Non-Public Session under 91-A:3 IIa at 8:16 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 Carol Brudnicki. By roll call vote, the Trustees voted to return to public session at 8:24 PM.

XII. Additional comment

Terri White commented that we need to obtain a larger Safe Deposit box to hold our documents.

XIII. Adjournment

*Xan Gallup made a motion to adjourn, seconded by Terri White.
The meeting was adjourned at 8:27 PM.*

Respectfully Submitted

Carol Brudnicki, Secretary Dec 22, 2016