

Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
June 16, 2016

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

Library Director: Mary Danko

Others: John Augustine, and Becky Rylander

Chair's Remarks

Meeting was called to order by Chair, Terri White at 6:30 Thursday, June 16, 2016.

Approval of Minutes

Minutes of 5/16/16 were amended to note Jim Currier had an excused absence and to correct the spelling of Terri under NHLTA Awards. *Xan Gallup moved to approve the minutes of Abbott Library Trustee's Meeting of Thursday, May 19, 2016 as amended.* Motion was seconded by Sharon Palmer and unanimously approved.

Agenda was adjusted to accommodate Treasurer: Denise Bressette and guest: Becky Rylander.

Treasurer's Report

A. Review of Financials

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

B. Review/Approve Bill Manifest

Xan Gallup moved we approve the June 10, 2016 Manifest of Bills report of all bills entered May 2016. The motion was seconded by Susie Churchill and approved unanimously.

C. Request to the Trustees of the Trust Funds

At the NHLTA Conference Denise Bressette made contact with Terry Knowles (Assistant Director of Charitable Trusts in NH Attorney General's Office) concerning our Trust Funds. Denise forwarded Terry Knowles details of the situation. Terry Knowles is very interested but believes the UPMIFA process is not appropriate for our situation. She suggested we hold off any action till the Cy Pres is settled.

Motion made by Terri White to authorize Denise Bressette and Xan Gallup to follow up with the Terry Knowles regarding our Trust Funds, and to provide monthly updates to the board. Motion was seconded by Sharon Palmer and unanimously approved.

Chairs Report - Historical Society/NH registry

The board discussed our concerns of having the Old Abbott Library listed on the NH Register of Historic Places and its effect on the potential sale of the building. Terri White distributed an email between Donna Nashawaty (Town Manager) and Stefan Timbrell (Country Homes) where they discussed our concern. Guest, John Augustine (selectman) informed us that Stefan has not been chosen as the Relator and that the town is obtaining proposals from other realtors in town who might have a different opinion. Though the board does not object to the listing they felt it might hinder the sale of the building and it should be up to the new owners whether or not they want the building to be listed.

Xan made the motion that the Board of Trustees vote No on the Request from the NH Division of Resources to place Old Abbott Library on the NH Register of Historic Places and to authorize Terri White to include a cover letter explaining why we refuse to grant permission. Motion was seconded by Denise and approved unanimously. Terri will send a copy of the cover letter to Becky Rylander of the Sunapee Historic Society.

NHLTA Conference 5.23.16

On May 23 Terri White, Denise Bressette, Jim Currier, Jane Frawley, Carol Brudnicki and Mindy Atwood attended the NHLTA Conference. Terri and Mindy presented a Session on “Building a New Library: The Sunapee Experience.”

The following sessions were attended:

How the NH Charitable Foundation Works with Libraries & your Community (Carol & Denise)

Managing Stress & Conflict in Libraries (Jane)

Community Based Strategic Planning (Terri, Mindy, Carol, Jane)

Other Money – (Denise)

Safety in the Library (Jim)

Community Building & Engagement: Partnerships at Work (Carol, Jane)

Technology – What’s Next? (Denise)

Terri stated that their session went well but that they wished they had more time for all the questions the attendees had on building a library. Denise mentioned that in the technology session Virtual reality sites, Go Pro Cameras for rental, and soundproof rooms for patrons were discussed. Terri & Carol found the Strategic Plan session very informative and helpful as we start our discussions on a strategic plan. Denise and Carol were impressed with the amount of funds available through grants and suggest the Foundation look into applying for grants. Mary Danko will seek individuals who have experience and would be willing to help write grant proposals. Sharon Palmer has volunteered to assist. Those of us who attended the conference are grateful and thankful for the wonderful working relationships we have with the Director, Trustees, Friends, Foundation and Town.

Report from the Friends of the Abbott Library

Terri White reported that the friends are working on an appeal letter. They are gearing up for the Pancake Breakfast to be held on Saturday, July 9th.

Report from the Abbott Library Foundation

Tom Mickle reported that the Foundation is looking for donations for the auction at the July 14th Gala. The Decoration Committee is inspired. With very few tables being set up a permit has been granted for a maximum of 280 people. Chief Cahill will provide the golf cart for transportation between parking lots and the building. It is hoped that railings for the upper parking lot will be in place so it can be used. Tickets are on sale for \$60 each. Trustees will be able to purchase tickets at a discounted price.

Foundation has a wish list of items requested for improvement of the Library. They are creating a “giving tree” where individuals can select a specific item to fund.

VI. Directors Report

- Mary Danko attended a town meeting on the upgraded mapping software & its features.
- The Policy committee (Carol Brudnicki, Sharon Palmer, Jim Currier, and Mary Danko) met and worked on revising the library policies. After the Gala – July 14th, a packet will be sent to all board members with the suggested revisions. The Board members will then have time to read & review the policies before our August meeting.

- Summer reading program has started. It was promoted by Joyce Martin and Mary Danko in the elementary school on Literacy Day.
- This summer the Library is a testing center for the Middle Schools reading program “Reading Counts.” This will enable middle schoolers to take the quizzes whenever the library is open.
- Mindy Atwood is working with the Middle High School Librarian, Ray Palin, on partnering such as sharing collections.
- Mary Danko has been working with the auditors.
- Patrons can now transfer VHS tapes to DVD discs at the library by using a special player purchased by the Friends of Abbott Library and set up by Steve Nilsen.
- Justin Levesque, our new employee is working out well.
- Mary Danko will advertise & solicit art pieces for the library August Community Art Show.
- More people have stepped up to volunteer for various jobs in the library which include book repair, resurfacing DVD’s and substitute shelver.
- *Xan Gallup moved that we close the Library at 4 pm on July 14th to give everyone more time to set up the Library for the Gala Event.* Motion was seconded by Sharon Palmer and unanimously approved.
A licensed bartender will provide a service of selling wine. The event is covered by a rider.

Chairs Report-

A. Strategic Plan

The first step in developing a Strategic Plan will be to form a sub-committee to set up the framework. Sharon Palmer made a *motion to establish a strategic plan sub-committee.* Motion was seconded by Tom Mickle and approved unanimously.

Terri White has volunteered to head the committee. Mary Danko, Jane Frawley, Tom Mickle and Carol Brudnicki have volunteered to serve on the committee. The committee will meet later in the Summer/early fall.

B. Summer Town Meeting

Mary Danko and Xan Gallup plan on attending the Town Summer meeting.

C. Liability Policy

On July 1, 2016 the town’s new liability policy will begin. This new policy is an “occurrence policy” whereas the previous policy was a “claims made policy”. This will leave a gap between the two policies. The Town Department heads have been asked to identify any possible insurance claims so they can be documented. Terri White read a letter to the town she wrote concerning this issue. Sharon Palmer made a *motion that we send the letter drafted by Terri White on behalf of the trustees to Donna Nashawaty concerning insurance liability.* It was seconded by Xan Gallup and passed unanimously.

Book Sale

Xan Gallup reported that she is starting to contact previous volunteers who assisted in the past.

Old Abbott Library – Cy Pres

Terri White reported that she has received the signed approval of the Cy Pres motion from the Sullivan County Probate Court. The selectmen now have 30 days from the date of approval to hire a commercial real estate agent for the purpose of marketing the Old Abbott Library.

Old Business/Other Business

John Augustine informed us that Advisory Budget Committee (ABC) guidelines are being worked on and have not been finalized.

Public Comment - none

XII. Adjournment

Xan Gallup made a motion to adjourn, seconded by Susi Churchill. The meeting was adjourned at 8:15 pm. Next meeting will be Aug 16, 2016 at 6:30.

Respectfully Submitted

Carol Brudnicki, Secretary

June 17, 2016