

Minutes of Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
Sept 20, 2016

In attendance were Trustees: Terri White/Chair, Xan Gallup/Vice Chair, Carol Brudnicki/Secretary, Denise Bressette/Treasurer, Jane Frawley, and Tom Mickle.

Susi Churchill filling in for Jim Currier who had an excused absence.

Library Director: Mary Danko

Alternate Trustees: Lois Gallup

Others: John Wilson

I. Chair's Remarks

Meeting was called to order by Chair Terri White at 6:30 Thursday, September 20, 2016.

II. Approval of Minutes

Minutes of Aug 16, 2016 were amended in Section VII-C to read: "Terry Knowles from the NH AG's office has recommended that the Trustees wait until the Cy Pres was settled before pursuing transfer of the funds from the Trust Funds. We will continue to look for a resolution with the assistance of the NH AG's office."

Xan Gallup moved to approve the minutes of Abbott Library Trustee's Meeting of Tuesday, Aug 16, 2016 as amended. Motion was seconded by Carol Brudnicki and unanimously approved.

The Minutes of Sept 14, 2016, under Budget presentation: 802C Non Print - 2017 budget was corrected read \$7,000.

Xan Gallup moved to approve the minutes of Abbott Library Trustee's Meeting of Wednesday, September 14, 2016 as corrected. Motion was seconded by Susi Churchill and unanimously approved.

III. Report from the Friends of the Abbott Library

Mary Danko reported that the Friends of Abbott Library annual meeting has been set for Nov 9th. They are considering a star gazing program to empathize their donation of a Telescope to the library. Continuation of hosting a spring plant sale was discussed.

IV. Report from the Abbott Library Foundation

Tom Mickle reported the Abbott Library Foundation had approved the request for funding the parking lot fence. No meeting was held in September.

V. Treasurer's Report

A. Review of Financials

Denise Bressette reported that all accounts are on track. We received the Town stipend for August and September in August. We are presently under budget.

B. Review/Approve Bill Manifest

Carol Brudnicki moved we accept the August 16, 2016 Manifest of Bills report of all bills entered August 2016. The motion was seconded by Xan Gallup and approved unanimously.

C. Trust Funds Update - No Report

VI. Directors Report

Holiday Hours for November and December was discussed.

Terri White moved that the Library will remain open on Friday Nov. 11, 2016 and closed on Saturday Dec. 24, 2016. Seconded by Denise Bressette and approved unanimously.

Mary Danko mentioned the Adult Summer Reading incentive was well received. The ASK Program will be starting on September 26th. Mindy Atwood and Joyce Martin will be attending the NELA conference Oct. 16-18. Mary plans to attend the Budget workshop on Sept 20.

Art Exhibit Policy – The trustees reviewed the Art Exhibit Policy and the Art Donation Policy. Denise Bressette noted a period was needed in paragraph 9 after responsibilities. Terri White requested that we include “approved by Trustees on September 20, 2016 to both the Art Exhibition Policy and Art Donation policies.

Jane Frawley made the motion to approve the Art Exhibition Policy and the Art Donation Policy as amended. It was seconded by Denise Bressette and approve unanimously.

VII. Chairs Report

Strategic Plan meeting was held on Sept 15th. The committee of Tom Mickle, Jane Frawley, Carol Brudnicki, Terri White, and Mary Danko met and started to revise the 2010 Strategic Plan. The committee would like to hold a community Forum in January to allow the community to offer their suggestions on the future of the Library in Sunapee. Plans are being made to conduct an on line survey as well as interview Key individuals in the community. Their next meeting is Oct 12 at 5 pm at Abbott Library.

Mindy Atwood and Terri White will be participating in the Oct 22 NHLT seminar about New Library Projects.

VIII. Old Abbott Library

The Old Abbott Library is being advertised for Sale as required by the Cy Pres agreement.

***At 7:00pm a Public Hearing was held concerning the Abbott Library Foundation gift.**

Xan Gallop made a motion to accept the \$8,000 gift from the Abbott Library Foundation for enhancements to the parking lot. Motion was seconded by Jane Frawley and unanimously approved.

Terri White made a motion to close the Public Hearing at 7:02. Seconded by Xan Gallop the motion passed unanimously.

Meeting resumed at 7:02

Book Sale Tables: We are moving ahead to secure a temporary storage facility for the Book Sale Tables. Discussion of working out a permanent solution to use and storage of the Book Sale Tables will be held next month.

The following Budgeted amounts were adjusted to:

412	Water was	\$560
430	Bldg. repair & Maint.	\$5000
610	General Supplies	1,200
640	Bld. Custodial Supplies	1,200

802A	Books (no change)	30,000
802C	Non-Print	5,500

That brought our 2017 budget for non-Salary and insurance expenditures to \$97,265. The town has not finalized the 2017 salaries and does not have up to date insurance information. Further discuss on salaries and personnel will be held when we have accurate information.

The adjusted Abbott Library Statistics was handed out. Mary Danko handed out a comparison of patron visits, budget, and cost per visit for the past three years. Old Library cost per visit \$15.32, average of New Library cost per visit \$9.37.

Tom Mickle moved that we accept the non-salary expenditure budget, exclusive of insurance for 2017 of \$97,265. Motion was seconded by Jane Frawley and passed unanimously.

X. Old Business/Other Business - none

XI. Public Comment -none

XII. Adjournment

Xan Gallop made a motion to adjourn, seconded by Susi Churchill. The meeting was adjourned at 8:17.

Respectfully Submitted
Carol Brudnicki, Secretary September 22, 2016