

**Minutes of the
Abbott Library Trustees' Meeting
Abbott Library, Sunapee, NH
August 16, 2016**

Trustees: Terri White, Chair, Xan Gallup, Vice Chair, Carol Brudnicki, Secretary,
Denise Bressette, Treasurer, Jane Frawley, Tom Mickle
Alternate Trustees: Sharon Palmer, Susi Churchill
Library Director: Mary Danko
Others: John Wilson

I. Chair's Remarks

Terri called the meeting to order at 6:30 pm. Terri noted that Jim Currier had an excused absence, and that Sharon Palmer would sit in for Jim. She also noted that Jane Frawley would be taking minutes for Carol Brudnicki at this meeting. Terri extended thanks to all those Trustees who had worked at the Gala, the Book Sale, and the Pancake Breakfast, as well as all the other volunteers. The library has been creating a positive "buzz" this summer, with our numerous patron visits, and the excellent work of the staff.

II. Approval of Minutes

A. June 16, 2016

Xan made a motion to accept the June minutes as submitted, seconded by Terri, approved unanimously.

III. Report from the Friends of the Abbott Library

Terri reported that the next meeting of the Friends will be on August 25, 2016. Discussion followed about the success of the Pancake Breakfast, with approximately 300 people attending.

IV. Report from the Abbott Library Foundation

Tom reported that the Gala was very successful with gross receipts over \$20,000; expenses have yet to be deducted. Over 100 people attended, with many donating to the silent auction, Projector Project, and the library Wish List. Tom thanked the decorating committee for making the evening so festive. The next meeting of the Foundation will be on Thursday, August 18, 2016. Tom suggested working on understanding and securing grants for the library during the Strategic Planning sessions. Discussion followed about the success of the Gala, and possible changes for next year. The next fundraising event will be Thursday's Child at the New London Inn, held in October.

VII. Treasurer's Report

A. Review of Financials

Denise reported that all accounts have been reconciled. She noted that we are currently \$20,000 under budget, with some larger deductions expected next month. Mary also noted that there are many expenses that are included at the end of the year.

B. Bill Manifest

Carol made a motion to accept the bill manifest from June 2016 through July 2016, seconded by Xan, approved unanimously.

C. Trust Funds Update

Terry Knowles from the NH AG's office had 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.

VI. Director's Report

Mary echoed Terri's remarks with sincere thanks to all for this very busy July. Volunteers continue to be an integral part of the library.

Mary explained the new configuration of the ABC, Advisory Budget Committee. The new committee will include department heads, a representative of the School Board, as well as the Selectmen, to form a 15 member committee. The budgets will be presented on October 28, 2016, at an all day meeting, with the Library presentation time to be announced later.

A. Review/Approval of Library Policies

The Circulation Policy Carol made a motion to accept the Circulation Policy as presented, seconded by Terri, approved unanimously and adopted August 16, 2016.

Interlibrary Loans Policy Sharon made a motion to accept the Interlibrary Loans Policy as presented, seconded by Denise, approved unanimously and adopted August 16, 2016.

Internet Use Sharon made a motion, seconded by Carol, to accept the Internet Use Policy with the following changes: delete (copyrighted material), change some to "them", change patrons to "users". The motion was passed unanimously and adopted August 16, 2016.

Wireless Policy Carol made a motion to accept the Wireless Policy as presented, seconded by Jane, approved unanimously and adopted August 16, 2016.

Social Networking Policy (for Abbott Library Sites) Sharon made a motion to accept the Social Networking Policy, seconded by Xan, to accept the Social Networking Policy with the title change, approved unanimously and adopted August 16, 2016.

The Trustees will continue to work on the other policies at the next meeting. Terri will work on the Public Records/ Right to Know Law for the library policy.

B. Parking Lot

John Wilson and Mary reported that the building project is now completed and paid for. The focus will now be securing a barrier and stairway for the new parking lot. Discussion followed about the choices and proposals for both. Terri made a motion, seconded by Carol, for the Trustees to authorize up to \$11,000 for the construction and installation of the barrier and stairway, \$4000 from the Abbott Library Capital Campaign Fund, contingent upon receiving \$7,000 from the Foundation. The motion also includes that work is to be done by the Iron Garden for the stairway, with the cost of labor donated entirely by the Iron Garden. Springfield Fence, who installed our other fence, will be asked to complete the barrier. The motion was approved unanimously. Tom will bring the proposal to the Foundation and report to John if approved or not. John will then contact the two construction companies to secure a fall installation.

VII. Chair's Report

A. Strategic Plan

The first meeting of the Strategic Plan Subcommittee will be Thursday, September 15, 2016, at 5:30pm. The meeting will be one hour. Terri will notice this as a public meeting. Terri, Jane, Carol, and Tom are on the committee, but all are welcome to come.

B. 2017 Budget

Friday, October 28, 2016 will be the presentation of 2017 draft budgets. The Trustees authorize Denise and Mary to work on a preliminary library draft in the meantime. The Trustees will meet September 14, 2016, at 5:30 to look over the budget draft. September 20, 2016 will be the regular meeting of the Trustees at 6:30, where the budget could be reviewed again. The budget is due to the town by October 7, 2016. The October meeting of the Trustees will be moved to Tuesday October 25, 2016, at 6:30.

VIII. Book Sale

Jane reported that the Book Sale was very successful, thanks to the many hours volunteers gave for the sorting and sales days. This year there were two collection days and one half day of sales. Profit was \$3148, but will likely increase as our buyer, Ron Purmort, took many books to sell on-line. The volume of the book sale was greater this year, due to the timing during the week of Fourth of July, the weather, no COA book sale in New London, and the great advertising. Discussion followed about the storage of the tables and sawhorses. John will store them in his garage until there is a decision about the building of the shed.

IX. Old Abbott Library

Discussion followed about the purchase of the Old Abbott Library, and the opportunities for accepting bids by the Selectman. There will be public hearings regarding the sale of the Old Abbott Library.

X. Old Business/Other Business

None

XIII. Public Comment

None

XIV. Adjournment

Xan made a motion to adjourn, seconded by Terri, passed unanimously. The meeting was adjourned at 8:28pm.

Respectfully submitted,

Jane Frawley, Secretary

