

**Minutes of the
Abbott Library Trustees' Meeting
Abbott Library, Sunapee, NH
March 15, 2016**

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

I. Chair's Remarks

Terri called the meeting to order at 6:30 pm. Terri noted that she and Carol have been elected for three year terms. The work of both Carol and Terri is appreciated by all.

II. Approval of Minutes

A. February 16, 2016

Terri corrected the date of the Gala to Thursday, July 14, 2016. Xan made a motion to accept the February minutes as amended, seconded by Carol, approved unanimously.

III. Review/Approve Amended Bylaw

Terri submitted written bylaw amendments to reflect the Trustees vote at the last meeting. The changes will remove term limitations for officers of the Trustees. Carol made a motion, seconded by Jim, approved unanimously, to approve the changes as presented by Terri.

IV. Election of Officers 2016-2017

Jane nominated Carol as Secretary, seconded by Jim, approved unanimously.

Jim nominated Denise as Treasurer, seconded by Carol, approved unanimously.

Terri nominated Xan as Vice Chair, seconded by Jim, approved unanimously.

Jim nominated Terri as Chair, seconded by Tom, approved unanimously.

Denise will check with the bank to see if any signature changes are needed.

V. Report from the Friends of the Abbott Library

Terri reported that the Friends held a meeting where they discussed keeping reserve amounts in their account, while continuing to support library projects. Fundraising ideas were proposed, in addition to the Pancake Breakfast. Mary had presented a request for \$17, 897 for the library wish list, and the Friends voted to approve \$14,227 for those requests. One of the items was a VCR/DVD dubbing system for the library. Discussion followed about the use of the system, and the digitizing of Sunapee historical items, in cooperation with the Sunapee Historical Society.

VI. Report from the Abbott Library Foundation

Tom reported that the Foundation had not had a meeting since the last Trustee meeting. The Foundation is preparing a newsletter to go out this spring. The Foundation continues to work on details for the Gala on July 14.

VII. Treasurer's Report

A. Review of Financials

Denise reported that all accounts are balanced. She noted that the February stipend from the town had not been received yet. There are four new columns on the financial report, indicating the percent of the total budget used in addition to the monthly budgeted amounts. We continue to operate under budget to date. The 2015 unused monies are not reflected in the budget lines yet. The Town audit will be conducted in April, with any questions referred to Mary. We are still waiting for one more invoice to deduct from the Capital Campaign, for the parking lot.

B. Bill Manifest

Terri made a motion to accept the bill manifest from February 2016 through March 12, 2016, seconded by Xan, approved unanimously.

C. Request to the Trustee of the Trust Funds

Xan and Denise will follow up with Steve White of the Trustee of the Trust Funds.

D. Bonding- Treasurer

A bonded Treasurer is not held responsible for missing money. Mary will ask Donna N. about the need for the Treasurer and all the Trustees to be bonded.

VIII. Director's Report

There have been many successful events held this past month: Superintendent's Forum, Teacher's Night, Book Discussions, and Junior Police Officer Morning. Special thanks were given to Chief Cahill for his efforts. The Library held a farewell party for Dick and Betsy Katz, dedicated friends of the Library. Carol continues to book artists for the Art Display at the Library, which has been very successful.

Mary noted that our circulation has continued to increase; in fact, it has increased by almost 40% in two years. The new parking lot will be put to good use, as our current lot is often full.

The design for the stairway from the parking lot to the Library will be done by Scott Hazelton, with any input from the Trustees.

Terri commented on the large number of volunteer hours with 331.5 hours/ year to date. Mary is still looking for more volunteers, especially with advertising and public relations. Mary will continue to advertise on the website.

IX. Chair's Report

A. NHLTA Conference

Terri told the Trustees there are funds available for this conference held in Concord, May 23, 2016, 8-3:30. Please have applications in to Mary by April 11, 2016.

B. Fire Occupancy

Jim met with the Fire Chief. Jim will make the drawing of the space available for each activity at the Library. The Chief will make the decision as to the number of people

for each event. Given the number of square feet required for standing or seated events, there should not be a need for tent for the next Gala.

C. Strategic Plan

The Trustees will wait until after the NHLTA conference on Strategic Planning to hold their listening session with the town. There will be a Right to Know Law session at the NHLTA conference as well as an upcoming town session. Terri will forward the date of the town session when it is known.

D. Other

Lois' appointment as an alternate Trustee is up. Jim made a motion, seconded by Denise, to accept Lois' application for the following year.

Terri reminded the Trustees that there will be no July meeting.

X. Book Sale

Jane will ask the school for use of the Sherburne Gym for the Book Sale, July 7-9, 2016. The Book Sale Committee will hold its first organizational meeting in April.

XI. Old Abbott Library-Cy Pres

Terri will continue to meet with our attorney, who has already met with the Town attorney.

XII. Old Business/Other Business

None

XIII. Public Comment

John Augustine brought the concern of a new location for the Thrift Shop. A discussion followed about the use of library land as a possible sight. Mary shared her vision of a Meeting/Community Room addition with room for the Thrift Shop and Food Bank.

Candidate's Night was a success with the League of Women Voters moderating.

XIV. Adjournment

Denise made a motion to adjourn, seconded by Jim, passed unanimously. The meeting was adjourned at 7:38pm.

Respectfully submitted,

Jane Frawley, Secretary