

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

Trustees: Terri White, Chair, Jane Frawley, Secretary, Denise Bressette, Treasurer, Jim Currier, Carol Brudnicki, Tom Mickle  
Alternate Trustees: Susi Churchill  
Library Director: Mary Danko  
Others: Don Bettencourt, Jan Bettencourt

**I. Chair's Remarks**

Terri called the meeting to order at 6:30 pm. Terri noted that Susi would be sitting in for Xan, who had an excused absence.

**II. Approval of Minutes**

Carol made a motion to accept the January minutes as written, seconded by Jim, approved unanimously.

**III. Report from the Friends of the Abbott Library**

Terri reported that the Friends held their annual review of requests for funding projects. They are considering approximately \$11,000 for this year. The Friend's Pancake Breakfast will be held on July 9, 2016, the same day as the Book Sale.

**IV. Report from the Abbott Library Foundation**

Tom reported that the Foundation has selected July 14, 2016 for the Gala. The Foundation is still looking for another Trustee to join the Foundation, as the bylaws call for two Library Trustees to be on this committee. If no other Trustee can participate, the Foundation will advertise the opening to the public, as the Foundation would like to have a full compliment of nine members.

**V. Treasurer's Report**

**A. Review Financials**

Denise reported that all three accounts are balanced. Payroll numbers for January will be available shortly from the Town. Remaining money from 2015 budget of \$5,060 will be coming from the Town and be reflected in next month's report. The lease for the copier is paid quarterly, not by the month, thus the larger expenditure in this column. Discussion followed about adding a column to designate yearly allowances for each line item. The Capital Campaign fund reflects \$8,150, but approximately \$6,700 is designated for bills from building construction.

**B. Manifest of Bills**

Jim made a motion to accept all bills dated January 20, 2016 through February 13, 2016, seconded by Carol, passed unanimously.

**C. Request to the Trustees of the Trust Funds**

Terri contacted the Trustees of the Trust Funds to let them know that we are willing and eager to work on the discrepancies in the numbers both groups have for the funds. Terri and Denise will meet whenever the Trustees of the Trust Fund are ready.

## **VI. Director's Report**

Mary reported that Heather Weir has been working with the seniors at Sunapee Cove. Mary enjoys coaching employees to find their areas of interest.

Mary also reports that we have received free computers from Lake Sunapee Bank. They will be updated for library use.

Issues with the boiler are being addressed by Mary and the heating contractor.

Mary celebrated the community partnering that is happening with the Police Department (Junior Police Officer Meeting), and the schools (John Reed and his high school tech helpers), as well as new volunteers (Mark Flater for the Minecraft Club).

There will be a Volunteer Appreciation Luncheon Tuesday, April 5, 2016, at the Library. Friends of the Abbott Library will sponsor this event. Jim, Carol, Jane, Denise and Terri volunteered to help. They will meet to discuss the food and format for this luncheon.

Discussion followed about advertising library volunteer opportunities and programs in the Kearsarge Shopper, as well as the Library website. Mary will look into the monies available for advertising.

Discussion also followed about reaching out to all Senior Citizens including the Sunapee Cove and the Sunapee Seniors. Charlotte Brown was mentioned as a contact. Their input will be valuable as we move forward with our Strategic Plan.

## **VII. Chair's Report**

### **A. Strategic Plan**

Terri reflected on the data presented by Mary and Denise comparing "like" libraries. Abbott Library appears to be in the middle for compensation and full time equivalents. The large number of volunteers that we have may affect our data. Terri suggested that we keep this "like" library information in mind as we continue with the formation of our Strategic Plan. There will be a Listening Forum on Saturday, March 19, 2016, 10am-12, for the community to let the Trustees know what is wanted and needed for library programming.

### **B. Fire Occupancy Information**

Jim presented a diagram showing the available space for an event at the Library. If furniture was moved, it appears there would be room for approximately 350 people (2,453 sq. ft. total footage/ 7 sq. ft. per person SRO). There are multiple egresses available in all areas. Jim will meet again with the Sunapee Fire Chief, as the Fire Chief will make the final decision for each event. This data is important for the Library Gala.

### **C. 2016-2017 Officer Discussion**

Carol and Terri are the only candidates on the March ballot. It appears that the Trustees Board will remain the same as last year. Terri has been Chair for six years. The bylaws state that officer positions may only be held for six consecutive years. Jim made a motion that we change the bylaws to eliminate any term limitations for all officers, seconded by Tom, approved with one abstention (Terri). The Board votes for all offices on a yearly basis, and can elect a candidate by majority. Community elections

also control who is elected to the Board of Trustees. Bylaws can be changed back at any time. Terri will post the amendment to the bylaws before the next meeting.

**D. Other**

Terri suggested we cancel the July meeting of the Trustees, as we will all be busy with the Gala, Book Sale and Pancake Breakfast, as well as vacation. Jim moved to cancel the meeting, seconded by Susi, approved unanimously.

Discussion followed about Don Bettencourt's letter to the editor of the Town Record, on Tuesday, February 9, 2016. Terri commended the Board for their diligent work in creating a frugal and fiscally sound budget.

The Board celebrates the special birthday of Jean Wilson.

**VIII. Old Abbott Library**

**A. Cy Pres Update**

Terri sent our requests to our attorney who met with the Town attorney. There are still a few items to negotiate, and Terri will continue to work with the attorney to finalize this petition.

**IX. Old Business/Other Business**

Jane asked for advice from the Friends for creating a new Friend's group for the Andover Library. Mary and Terri made reference to the ALA and the NHLTA.

**X. Public Comment**

None

**XI. Adjournment**

Jim made a motion to adjourn, seconded by Denise, passed unanimously. The meeting was adjourned at 8:20pm.

Respectfully submitted,

Jane Frawley, Secretary