

**Minutes of the
Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
April 19, 2016**

In attendance were Trustees: Terri White/Chair, Xan Gallup/Vice Chair, Carol Brudnicki/Secretary, Denise Bressette/Treasurer, Jim Currier, Jane Frawley, and Tom Mickle.
Library Director: Mary Danko
Alternate Trustees: Susi Churchill, Lois Gallup, Sharon Palmer
Others: John Augustine, Jean Wilson, John Wilson, Mindy Atwood, Becky Rylander

I. Chair's Remarks

Meeting was called to order by Chair Terri White at 6:30pm Tuesday, April 19, 2016.

II. Approval of Minutes

Jim Currier moved to *approve the minutes of Abbott Library Trustee's Meeting of Tuesday, March 15, 2016 and the minutes of the Volunteer Luncheon Planning meeting of Tuesday March 15, 2016.* Motion was seconded by Tom Mickle and unanimously approved.

III. Report from the Friends of the Abbott Library

Mary reported that an appeal letter is being written by the Friends of Abbott Library with plans to send it out June first.

IV. Report from the Abbott Library Foundation

Tom Mickle reported that the Abbott Library Foundation met last week when they stamped and addressed 680 newsletters for mailing. They are working on organizing the July 14th Gala Fundraiser. The purchase of climbing roses for the Library's post and rail fence were approved. To date they have not used any borrow money and are current with the town financials. They are looking for another board member, preferably a Library Trustee.

V. Treasurer's Report

A. Review of Financials

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

B. Review/Approve Bill Manifest

Xan Gallup moved *we accept the April 16, 2016 Manifest of Bills report of all bills entered March 2016.* The motion was seconded by Jane Frawley and approved unanimously.

C. Request to the Trustees of the Trust Funds

Denise Bressette and Xan Gallup met with the Town of Sunapee/Trustees of the Trust Funds last week. Denise distributed to the board printout information of the Library general fund from 1996-2009, Reports of Trust funds for the town of Sunapee for 1995-2000, and UPMIFA information. The Towns printouts do not agree with the printouts of the Library General Funds and the Library Gardner Funds. The Town is holding us to their reports which indicate there is a negative balance. The Town report has no record of withdrawal/deposits. Some of the items appear to be interest and not contributions as recorded.

Denise explained the Uniform Prudent Management of Institutional Funds Act (UPMIFA) which concerns releasing institutional funds. According to RSA 292-B:6 we would be eligible to request release of the Trust funds from the town to the Library so that they could be placed in our accounts and used as intended. (The Gardner Trust fund was created from a gift by Gardner's will for purpose of purchasing books and magazines. The Library general Trust fund was a combination of donations for the use of general upkeep and books.)

John Augustine commented that the Town's annual reports go to press Feb first. Any changes are never corrected in the document after publication. The corrected report is on file in the Town Hall. Denise stated that this should not affect the Trust fund reports as the balance in the Trust funds are carried forward each year. Any changes would be adjusted in the next report.

Denise and Xan will continue to work with the Town Trust Fund members to acquire as much information as possible, more documentation, clearer reports and to work out the discrepancies. The town will be encouraged to obtain the AGS reports.

VI. Update from Sunapee Historical Society

A. Old Abbott Library – State Registry of Historic Places

On March 14, 2015 Becky Rylander on behalf of the Sunapee Historical Society sent a letter to all Library trustees informing them of Sunapee's Historical Society's application to the New Hampshire Division of Historical Resources (NHDHE) for the inclusion of Old Abbott Library building in the State Registry of Historic Places. Becky showed us the application which included photographs, information about the building, map location, history of the building, and significance to the town. Approval by the NHDEH does not have any effect or restrictions on what can be done with the building. It may make it easier for the Historical Society to obtain grant money. Sharon Palmer mentioned that once the building is designated as eligible, the building's owners (Trustee's and Town) will have to sign off. Jim Currier stated that there is some information on the NHDHE website about the process. Sunapee Historical Society is waiting to hear back from NHDHE.

B. Historical Society Plans – Old Abbott Library

Becky Rylander stated that the Historical Society is drafting presentations and promotional material for fundraising with the intention of purchasing the Old Abbott Library. They are considering how to arrange the interior, what activities they could host and the possibility of adapting the lower level for the Thrift shop. They are also considering leasing the building from the Town while funds are raised for its purchase. Terri White stated that once Cy Pres is approved the sale of the Old Abbott Library must go on the open market for anyone to make an offer.

VII. Director's Report

A. Library Policies

Mary Danko requested that a subcommittee be formed to go thru the library policies with the intention of updating and revising them. Carol Brudnicki, Jim Mickle, and Sharon Palmer volunteered to serve on the subcommittee.

B. Thank you Note

Mary Danko read a thank you note from Liz D'Amico. Liz displayed her Artwork during the month of March and sold one of the paintings. Along with the note was a \$20.00 donation to the library.

C. Volunteer Training and Luncheon

Mary Danko thanked all who helped with the Volunteer training and luncheon that was held this morning, April 19, 2016. About 12 volunteers attended and the event was very successful.

D. Heather Weir one of the Library employees has accepted another job and her last day will be May 7th. Until further notice, her hours and responsibilities will be covered by the present employees.

VIII. Chair's Report

Terri White reported the following:

A. The NHLTA Conference is May 23 in Concord. She will be presenting a session on our Abbott Library Building experience. She encouraged those attending to attend the Strategic Planning session at the conference.

B. Plans are to work on our Strategic Plan at the June meeting. Attending the seminar at the NHLTA conference should be helpful.

C. Right-to-Know Law Seminar sponsored by the Town will be on Tuesday, May 17th at 7pm at the Town Hall. All are encouraged to attend.

D. Because the Town Right-to-know seminar will be held on our normal meeting date in May, we will be meeting Thursday, May 19th at 6:30. Our June meeting date will be Thursday June 16th at 6:30 to accommodate Trustees' schedules. No Trustee meeting will be held in July.

E. Carolyn Mickle, wife of Trustee Tom Mickle was recently in an accident. A card for her was distributed for signatures.

IX. Book Sale

Jane Frawley has reserve the Town Gym for the Thursday and Friday - July 7-8, 2016 for collection and organization of books. Present plans are to be opened from 9 to 3. It was discussed to extend one day to 5:30 or 6pm. The book sale will be Saturday, July 9th.

Due to the town's sale of the Old Livery, the book sale tables that are stored there need to be moved prior to May 1st. Lois Gallup agreed to temporally store them in her barn till the book sale. Xan Gallup has agreed to organize moving the tables and measuring the space needed for their storage so permanent storage can be arranged. The High School, Honor Society, & Baseball team, were suggested as possible groups that might be available to assist in moving the book sale tables.

A sub-committee of Sharon Palmer, Jane Frawley, Xan Gallup and Carol Brudnicki will meet to work on organizing the Book sale.

X. Old Abbott Library

On April 4, 2016 the Sunapee Board of Selectman approved the Cy Pres agreement. The April 1, 2016 agreement allows for the possibility of the Hydro funds being used as a source of funding. Documentation between the Trustees Attorney and the Towns Attorney states that our equity will not be put at risk by a town vote. Our attorney approves of the April 1, 2016 agreement. Jim Currier made the motion that *Terri White signs the CY Pres agreement of April 1, 2016 on behalf of the Library Trustees*. Seconded by Denise Bressette the motion was unanimously approved. The town attorney will now file the agreement with the AG's Office/Charitable Trust office then the probate court.

XI. Old Business/Other Business

None

XII. Public Comment

John Augustine mentioned that the Selectmen when selling the Old Abbott Library needs to find a balance between what is in the best interest of the residents and tax payers, which organization is most deserving of a discount, and that the Library needs to be paid in full. They will need to discuss with the realtor any conditions implemented on the building and grounds.

Sharon Palmer expressed concern about the large Elm tree on the property. She will investigate Elm conservations and bring it before the Selectmen.

XIII. Adjournment

Xan Gallup made a *motion to adjourn*, seconded by Jim Currier.
The meeting was adjourned at 8:20.

Respectfully Submitted
Carol Brudnicki, Secretary April 21, 2016