

**Minutes of the
Abbott Library Trustees' Meeting
Abbott Library, Sunapee, NH
October 20, 2015**

Trustees: Terri White, Chair, Xan Gallup, Vice Chair, Jane Frawley, Secretary, Jim Currier, Carol Brudnicki.

Alternate Trustees: Susi Churchill, sitting for Tom Mickle, Lois Gallup, sitting for Denise Bressette

Director: Mary Danko

Others: John Augustine, John Wilson, Jean Wilson, Jan Bettencourt, Don Bettencourt, Don Brandolini, Spec Bowers

I. Chair's Welcome

Terri called the meeting to order at 6:30 pm. Terri recognized Susi Churchill, alternate Trustee, sitting for Tom Mickle, who had an excused absence. She also recognized Lois Gallup, sitting for Denise Bressette, who had an excused absence.

II. Approval of Minutes

A. September 15, 2015

Jane noted two corrections to the minutes: under Treasurer's Report, section D, it should read "have the completed estimated payroll from Mary for the coming meeting", and an elimination of a period under Public Comment. Mary had two corrections: under Treasurer's Report section C, the minutes should reflect "approximate balances of \$2700 and \$9300", and under Other Business, the spelling is Tor Project, not Tour. Xan made a motion to accept the minutes with these corrections, seconded by Lois, approved unanimously.

B. October 1, 2015

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

III. Report from the Friends of the Abbott Library

Terri reported that Caitlin Molloy Clapp will be the next Chair of the Friends, as Dick Katz has stepped down. Dick will remain on the Friends. Many thanks were expressed for Dick's commitment to the library. Mary will update the change on the library website.

IV. Report from the Abbott Library Foundation

Terri also reported that Jean Molloy will be stepping down as Chair of the Foundation, and that Tom Mickle will assume the position as Chair. Jean will remain on the Foundation Board. Thanks again were expressed for all the work Jean has done. John Wilson has returned to the Foundation Board.

The Foundation will fund snacks and drinks for the NHLTA presentation on November 21, 2015 at the Abbott Library.

At their last meeting Terri updated the Foundation on the status of the Cy Pres petition.

V. Treasurer' Report

A. Review Financials

Denise was not present; there were no comments on the financials.

B. Manifest of Bills

Susi made a motion to accept the Manifest of Bills from September 1, 2015 to October 19, 2015, seconded by Xan, approved unanimously.

C. Request to the Trustees of the Trust Funds

A letter was sent from the Trustees to the Trustees of the Trust Funds inquiring about the use of funds from gifts. Some information was found and will be shared by Terri at our next meeting. The AG has not been contacted yet, to our knowledge.

VI. Director's Report

The parking lot and generator projects are proceeding and are on budget. The Library will gain 40 more parking spaces. Stevens Excavation is on scene.

Programming is going well. The COA luncheon was a success and will be held again in November and December. The Friends held their Annual Meeting, where Mary spoke about the technology available through the Library. The Town Employee Summer Picnic was very well attended; thanks to the Lions for their donations and cooking.

Mary presented a Collection Policy to be reviewed. Proposed changes to the existing policy included changes under self published materials. Discussion followed about the inclusion of self published books in the library, and the objecting and reconsideration of a book to be included in the collection. Mary will provide a form to be attached to this policy for the Trustees to review at the next meeting.

Mary has hired subs to cover at the library. She looks forward to partnering with the high school students who can lend tech support to library patrons.

Mary noted that it will be the 1st anniversary of the opening of the new Abbott Library. Terri highlighted the expanding library service from September 2014 through September 2015: total circulation up 14%, patron visits up 73% (16,855 to 29,162), with 1607 volunteer hours from April to September.

A. 2016 Budget

Discussion followed about the proposed changes to the first draft of the 2016 budget. A major deduction for building overhead of the Old Abbott Library can be deducted as the Town Budget will now carry that line item. The Foundation will be asked to cover the first tank of propane for the new generator. The Outside Maintenance line will also be reduced. Discussion then followed about the ways to present the budget in terms of amount/value of service and efficiency (cost per square foot), as well as percent of town budget and tax dollar increase for citizens.

Figures for the payroll section of the 2016 budget were not available yet. The Town Manager has suggested a 6% increase in employee costs for next year. In the discussion regarding the upgrade of the Children's Librarian to a full time position, Xan noted that that it would need to be a Warrant Article to increase to this level. Terri suggested that the Trustees wait until after we have time to work on a Strategic Plan for 2016 before we vote to change the Children's Librarian status. She also suggested that we wait until the

Trustees can see the whole budget package before we vote to approve any portion of the budget. The Trustees agreed by consensus. Terri will call a special meeting of the Trustees as soon as the figures are available, so that the Trustees will be able to submit the proposed budget to the Town on time.

VII. Art Displays Update

Carol has assumed the role of Art Coordinator for the Library. She reported that the schedule is booked until next September. Individual artists as well as the Sunapee High School will exhibit their art, with welcoming receptions available for each display session. The Trustees will coordinate a reception for the High School display.

VIII. Trustees Seminar Update

Carol, Jane, Susi, and Denise attended an NHLTA seminar in Concord for new Trustees. Carol reported that we learned about the NH laws relative to public libraries. Jane and Susi reported that we all felt the session was worthwhile, and we came away appreciating what we already have at the Abbott Library, including library policies, the Friends and a Foundation, interdepartmental cooperation in the town, an excellent Director and staff, and a group of Trustees that work together. Jane would like to work on developing an “elevator speech” which included details and quick facts that all the Trustees could have at their ready in support of the library.

IX. Chair’s Report

Terri reminded everyone that the NHLTA presentation for Library of the Year will be held at the Abbott Library on Saturday, November 21, 2015, at 11am. Jane and Sharon will help organize the refreshments. Cost for refreshments will be covered by the Foundation.

Terri will lead a workshop for Trustee Chairs at the NHLTA. She continues to meet with other libraries, to facilitate background for building projects.

Terri asked for a motion for the Abbott Library to remain open on Veterans Day, November 11, 2015, a school holiday, and to close on December 24, 2015. This is due to patron volume on the November holiday. Jim made a motion to remain open on Veterans Day, seconded by Carol, passed unanimously.

A. Fire/Occupancy Numbers Abbott Library

Terri reported that the Foundation discussed the need for the tent during the past Gala, due to a discrepancy in the number of people allowed in the building. The architect and the fire chief had differing numbers. Xan made a motion to allow Jim to contact the New Hampshire Fire Marshal regarding the official ruling on occupancy numbers for all events, seconded by Terri, approved unanimously.

X. Old Abbott Library

A. Cy Pres Update

The Trustees and the town officials have reviewed the latest Cy Pres petition. Terri would like to review this latest document with the Library Trustee attorney. Jim made a motion to authorize Terri to do so, seconded by Xan, which carried unanimously. Terri will call a meeting for the Trustees to vote to accept/reject the Cy Pres after the lawyer’s

review. The Trustees should also be ready to share covenants the town should attach to the sale of the old library building.

XI. Old Business/Other Business

None

XII. Public Comment

Don Brandolini brought forward the need for library public meetings to be publicized on the town and library websites. Mary noted that one can sign up for email notification on the library website.

XIII. Adjournment to Non-Public Session

Terri made a motion to adjourn to non-public session, seconded by Jim. By role call vote, the Trustees voted to adjourn to a Non-Public Session under 91-A:3 IIa at 9:10pm. The Trustees voted to have the minutes of this non-public session sealed permanently. Carol made a motion to resume public session, seconded by Susi. By role call vote, the Trustees voted to return to public session at 9:16pm.

XIV. Adjournment

Lois made a motion for adjournment, seconded by Xan, passed unanimously. The meeting was adjourned at 9:17pm.

Respectfully submitted,

Jane Frawley, Secretary