

**Minutes of the
Abbott Library Trustees' Meeting
Abbott Library, Sunapee, NH
August 18, 2015**

Trustees: Terri White, Chair, Xan Gallup, Vice Chair, Jane Frawley, Secretary, Denise Bressette, Treasurer, Tom Mickle, Carol Brudnicki.
Alternate Trustees: Lois Gallup, sitting for Jim Currier
Director: Mary Danko
Others: Ann Nilsen, John Augustine, Jean Wilson, John Wilson, Lynne Anger

I. Chair's Welcome

Terri called the meeting to order at 6:30 pm. Terri recognized Lois Gallup, alternate Trustee, sitting for Jim Currier, who had an excused absence.

II. Approval of Minutes

The minutes of the June 16, 2015 were approved with the following corrections: change of date to June 16, 2015 from June 15, 2015 as well as "Nilsen" for Ann Nielson, "Molloy" for Jean Malloy. Carol made a motion to accept the minutes with these corrections, seconded by Denise, approved unanimously.

III. Report from the Friends of the Abbott Library

Dick Katz was not able to attend the meeting, but will report at the next Library Trustees meeting.

IV. Report from the Abbott Library Foundation

Tom Mickle reported for the Foundation, as he attended the last meeting, which was prior to the Gala. Details for the Gala were the main concern for the meeting. Funding for the proposed generator was also discussed at the meeting.

V. Treasurer' Report

A. Review Financials

Denise reported that we are \$6,655.31 under budget to date. All bank accounts have been balanced. Denise also reported that the library accounts have been separated in Operating Expense, Trust and Fines, as well as Capital Campaign and Donations accounts. This will make it easier to see where expenses are deducted. Mary noted that the Capital Campaign account was the least restricted account, that the others are restricted by statute. Discussion followed about showing income and expenses not just balances for the Capital Campaign account, as this is where the Book Sale monies were deposited. Denise can change her reports to reflect this request.

B. Manifest of Bills

Xan made a motion to accept the Manifest of Bills from May 7, 2015 to August 17, 2015, seconded by Carol, approved unanimously.

C. 2016 Budget Discussion/ Preparation

The 2016 Abbott Library Budget will be reviewed at the November 13, 2015 meeting of the Select Board. Terri suggested that the budget team of Denise, John Wilson, Mary and Terri meet and present a draft to the Trustees at the September meeting. Mary will accept any input from other Trustees regarding budget items. Final approval of the Trustees would have to take place at the October meeting to be ready for the November Select Board Review.

VI. Director's Report

Mary reported that it has been a very busy summer, with the staff working hard to meet the demand. The statistics for library use has been "off the charts" and continue in a very positive direction. Mary highlighted the Community Hero Night, facilitated by our librarian Joyce, as a terrific culminating summer event. It was the first time all the activities could be at the library site, which made it even more special. As a result more programming has been added, included the Comic Book Program, again facilitated by Joyce, and attended by 27 children.

Mary commented on all the July events that volunteers made possible. The Pancake Breakfast was fabulous thanks to the Molloy and Humphrey families. The Book Sale was a great success thanks to the support of so many volunteers. The Library Gala was also a way for seasonal folks to celebrate the new library. Thanks were given to Jean Molloy and the Foundation for this wonderful event.

This year, the Abbott Library will host the Town Employee Picnic at the library. The Lion's Club Wagon will be used for cooking, with the luncheon to be held in the Activities Room. This is an opportunity for town employees to share an interdepartmental event. Mary praised the department heads for their spirit of cooperation throughout the year. Volunteers are welcome to help with set up or the luncheon, noon to 1:30 on Tuesday September 15, 2015.

Terri called attention to the staggering increase in patron visits up 87% from last July to this July. This amounts to 2000 additional visits by patrons. Again, kudos were given to the staff for their dedication and hard work. Terri also acknowledged the exceptional total of 404 volunteer hours for July alone.

VII. Book Sale Committee Update

Jane reported that the Book Sale was a success in many ways. The one day drop off and set up worked very well due to the number and quality of the volunteers. There were 23 volunteers for set up and 14 volunteers on sale day, for a total of 123 volunteer hours. It was estimated that 50% of the books were donated on the drop off day, with the remaining books coming from culled books from the Old Abbott Library and the Sunapee schools. Total sales were \$1,668.35 which was comparable to last year's total. The one day collection was much more efficient for number of man hours and handling of the books. This worked well for Xan, John Wilson and the library staff, who had handled the books in past years. Discussion followed about next year's needs and plans, but it is expected this general format will be used again. The Book Sale committee will continue to look at the option of using the Old Abbott Library, if it were to become available.

VIII. Chair's Report

Terri had been asked to serve on the NHLTA board, but was unable to accept due to her commitments here in Sunapee. She has accepted a one-day commitment to present and lead a workshop for the NHLTA in Concord on October 28, 2015. This workshop will be for all Chairs of Library Trustee Boards; Terri is honored to lead this presentation.

A. Strategic Plan

Mary and Terri request that the Strategic Plan discussion be postponed until after January first, due to the business the Trustees will need to attend to this fall. The Board agreed.

B. Generator for the Abbott Library

Terri explained that with the monies left for the Abbott Library Project, there is not enough for both a generator and additional parking spaces. The generator was indicated as the priority investment. John Wilson, feeling strongly that the generator was needed, raised approximately \$40,000 for the purchase of a generator. The Trustees will have a public hearing at the September meeting to accept this gift, which will come from the Foundation. Installation would be as soon as possible, given the number of contractors needed.

IX. Old Abbott Library

A. Cy Pres Update

Terri has been in contact with Donna N., Town Manager, regarding the progress of the Cy Pres. The AG office is in agreement with all areas except the time frame for the payment of the equity funds to the Trustees. They are looking for a more finite timeline. The AG will meet with the Town and the Trustees to try to settle this. Terri asked for legal counsel to accompany her to this meeting. There is money for attorney fees in our budget. Tom made a motion that we ask Attorney Wells to represent our interests with Terri, seconded by Xan, and approved unanimously. Carol made a motion that we authorize Terri to make any decisions for the Trustees at this meeting, seconded by Denise, and approved unanimously. Terri will email Trustees when she receives the date and time of this meeting with the AG, so that those interested may also attend.

X. Old Business/Other Business

None

XI. Public Comment

John Augustine called attention to the possible need for fuel and maintenance monies for the generator for the coming budget. Mary will follow up on this by contacting the vendor and other town departments who operate generators.

John updated this board on the plan to sell the Old Livery Building. Discussion followed regarding the plans for the building and the Thrift Shop. John invites everyone to a Public Comment meeting at Town Hall on August 31, 2015 at 7pm.

XII. Adjournment

Xan made a motion to adjourn, seconded by Denise, approved unanimously. The meeting was adjourned at 7:41pm.

Respectfully submitted,

Jane Frawley, Secretary