

**Minutes of the  
Abbott Library Trustees' Meeting  
Abbott Library, Sunapee, NH  
April 21, 2015**

Trustees: Terri White, Chair, Xan Gallup, Vice Chair, Jane Frawley, Secretary, Denise Bressette, Treasurer, Tom Mickle, Jim Currier, Carol Brudnicki.  
Alternates: Sharon Palmer, Lois Gallup  
Director: Mary Danko  
Others: John Wilson, Jean Wilson, Ann Nielson, John Augustine

**I. Chair's Welcome**

Terri welcomed Carol Brudnicki, as a new Trustee, who will fill the remainder of Peter Urbach's position. She also welcomed Lois Gallup, Alternate Library Trustee, appointed for one year.

**II. Approval of Minutes**

The minutes of the March 17, 2015 were approved by the board with the addition of the date and the deletion of the word Draft. Tom Mickle made a motion to accept the minutes with these changes, seconded by Carol, approved unanimously.

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

Dick Katz was unable to attend the meeting. Terri reported that the Friends plan to have the annual Plant Sale at the end of May, and the Pancake Breakfast on July 11, 2015.

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

The Foundation sent out Save the Date cards for the Gala to be held July 16, 2015, to all contributors and donors. The "Night in the Stacks" information is also on the Library website. There will be a silent auction that night; members can submit items for the auction.

**V. Treasurer' Report**

**A. Review Financials**

Denise reported that signature cards at both banks are complete, and new officers are on the new bank cards. Denise will follow up that Jane's signature may still be required. Denise also reported that the Library expenses are \$3893.18 under budget to date. There was no discussion of the line items. Mary reported that all changes have been made to the Library Budget based on the town vote to defer to the default budget. The Town audit will be forthcoming.

**B. Manifest of Bills**

There were no questions on the Manifest of Bills. Terri made a motion to accept the financial reports, seconded by Jim, approved unanimously.

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

Mary reported that the Library Staff is really clicking, feeling comfortable with the new Library set up. She also reported that the Read-a-thon was a success, raising over \$500 with 17 participants.

Art space at the Library is booking up. Mary posed the need for a volunteer to work with the artists, scheduling and handling details.

Mary and other Library staff enjoyed a field trip to Rauer Library. They especially enjoyed the Shakespeare folio, which is a rather extensive and valuable collection. Mary will ask for brochures for our library patrons.

### **A. Child Behavior Policy**

The Library is experiencing a higher volume of children visitors. A review of the Child Behavior Policy followed, emphasizing the safety of all the children, as the Library is a public place, where visitors are not monitored. The Library does not operate like a school, as "in loco parentis". The standard for children being alone at the Library is age 8, and the ability to leave the library alone, if needed. Also, parents are requested to work with their children, setting the standard for behavior when at the library. Mary presented the new version of the policy; changes were made to Item 5, changing "should" to "must". Also in paragraph 2, "Parents should be aware" will be deleted, and will begin "The Library is a building..". Numbers of items will also be sequential. Jim made a motion to accept the policy with these changes, seconded by Denise, approved unanimously. Mary will post the policy on the website now, and will send out a letter with the policy later in the fall for the C folders in school.

### **B. Library Signs**

Mary reported that Scott Hazelton has a street sign for Soonipi Circle (the Library address is 11 Soonipi Circle) and a stop sign for the end of the street. Mary will pursue the Public Library sign for Route 11. Tom Mickle volunteered to help Mary with the follow up on the signs. They will talk with the Planning Committee and Project Sunapee to see if they might be interested in coordinating all town signs, so they are welcoming, uniform and attractive.

### **C. Other**

The proposed generator has been referred to the Oversight Committee, who on the advice of Trumbull -Nelson, will work with WV, the electrical supplier, for more detailed specifications to work with our system. Mary will continue to monitor the progress, as bids are accepted for the project.

Terri reported the number of volunteer hours. Year-to-date is 296.5 hours, with 164 hours in March alone, the first month of asking all volunteers to report their hours.

Mary will continue to promote all the upcoming library programs. It appears to be a very busy summer schedule.

## **VII. Book Sale Committee Update**

Terri reported that we are waiting for a ruling on the Cy Pres petition to see if the Trustees can use the Old Abbott Library for a book sale. Jane and Xan, and other volunteers, are willing to facilitate a book sale to coordinate with the Pancake Breakfast on July 11, 2015. Terri will speak with Donna N. to see if a one time use of the old library can be approved before the Cy Pres is settled. Tom suggested we engage the library attorney if needed. Terri will report back to the Book Sale Sub Committee when

there is a decision on the matter, and they will hold a subsequent planning meeting. Plan B would be to hold a similar book sale in the new library.

### **VIII. Chair's Report**

#### **A. Alternate Appointment**

Terri noted that there is an opening for one more alternate on the Board. Candidates should fill out a volunteer form from the Town Office and return to Terri at the library.

#### **B. Foundation Appointment**

There is also an opening for another representative from the Trustees on the Library Foundation. Terri is currently our only representative. Meetings are the first Wednesday of the month, at 6:30, lasting for one hour.

### **IX. Old Abbott Library**

Mary included the Sunapee Historical Society's proposal for use of the Old Abbott Library. This has already been presented to the Select Board.

#### **A. Cy Pres Petition Update**

Terri and Mary have received copies of the latest multi-page draft. They will continue to read and interpret the changes. Terri continues to share information with Peter Urbach, who consulted with the Trustees and Town in the initial stages of the Cy Pres.

### **X. Old Business/Other Business**

Mindy Flater. and Mary will attend the NH Library Trustee Conference May 18. Jane and Carol are interested in attending the NH Library Training in June in Concord. Mary and Terri report that NH has wonderful state-wide library support, with over 60 people from all over the state attending our A to Z workshop presenting details of our new library.

Due to the many events coming up this summer, as well as Trustee vacations, Terri suggested we cancel the July meeting, unless needed. We will meet on the regular schedule for June and August.

### **XI. Public Comment** None

### **XII. Adjournment**

Xan made a motion to adjourn, Jim seconded, and it was unanimously passed. The meeting was adjourned at 7:36pm.

Respectfully submitted,

Jane Frawley, Secretary