

**Minutes of the
Abbott Library Trustees' Meeting
Abbott Library, Sunapee, NH
May 19, 2015**

Trustees: Terri White, Chair, Xan Gallup, Vice Chair, Jane Frawley, Secretary, Denise Bressette, Treasurer, Tom Mickle, Jim Currier, Carol Brudnicki.

Director: Mary Danko

Others: Ann Nilson, John Augustine, Sue Gottling, Susi Churchill

I. Chair's Welcome

Terri called the meeting to order at 6:30 pm.

II. Approval of Minutes

The minutes of the April 21, 2015 were approved with no corrections or additions. Carol made a motion to accept the minutes, seconded by Jim, approved unanimously.

III. Report from the Friends of the Abbott Library

Dick Katz was unable to attend the meeting. Terri reported that the annual Plant Sale was a success. Dick sent along thanks to all the workers, to Kathan Gardens for the excellent plants, and to Diana Wyman for her expertise.

IV. Report from the Abbott Library Foundation

The Foundation continues to finalize plans for Night in the Stacks, July 16, 2015. They are working with the gala hosts, Walt and Ellie Goddard. Tickets will be sold at Morgan Hill Book Store and Abbott Library. The Foundation will have their annual meeting with the Abbott Library Trustees at the June meeting of the Trustees, June 16, 2015, 6:30 pm.

V. Treasurer's Report

A. Review Financials

Denise reported that we are \$2669.74 under budget to date from January 1, 2015 through April 30, 2015. Mary noted that we were over budget in heat, but way under budget in electricity. It is hoped that both will balance out by the end of our first year in the new library.

B. Manifest of Bills

Mary presented the Manifest of Bills with an addendum from Amazon of \$662.35. This omission was due to the late billing cycle of Amazon. Denise made a motion to accept the Manifest of Bills from April 17, 2015 to May 18, 2015 with the Amazon deduction, seconded by Jim, approved unanimously.

VI. Director's Report

Mary commented on the continued great statistics for patron visits and new library card sign ups. Terri thought the numbers comparing 2014 and 2015 patron visits were worth noting:

1,715 in April 2014, compared with 3,286 in April 2015, an increase of 92%.

Mary met with the Council on Aging, based in New London, to discuss possible fall programming at the Abbott Library. The Council on Aging had received requests for programs in Sunapee. Mary will continue to work with the Council and they will also coordinate with the Sunapee Seniors in planning events. The Council on Aging does have a newsletter which could advertise meetings and/or classes in the future.

Mary reported on the worthwhile NHLTA conferences she has attended, focusing on the future of the library in today's society.

Terri asked about the possible ways we could increase use of museum passes, as the Friends graciously purchase these every year. It was suggested that more advertising be given to this, included a possible display case, flashing sign in the summer, a bookmark that lists opportunities, and using website and email options to notify patrons.

Mary reported that the Summer Camp sign ups for the younger children were going well, but that the program for older children did not have the numbers yet. An additional \$500 donation was accepted for the use of the Summer Reading Program. Mary will make sure the Rec newsletter has the Summer Reading information.

This month there was a total of 155.5 hours of volunteer service reported.

VII. Book Sale Committee Update

Jane reported that the Book Sale Committee met just prior to this Trustee meeting. It was reported that the Select Board was not able to give permission to use the old Abbott Library for a one time book sale this spring. The Committee thought the book sale could be conducted with a three day collection and sorting at the Sherburne Gym, if the School usage form was approved. Jane will submit the form. The Book Sale would be held the same day as the Pancake Breakfast, at the same time in past years, 9am to 1pm. It was noted that last year the sale generated \$1000, and in past years up to \$2000. Xan asked the board to approve two quarter page ads in the Kearsage Shopper, one to announce the collection procedure and times, and another to announce the sale dates. Mary said there was money in the budget to cover this cost. Jim made a motion to that effect, seconded by Carol, approved unanimously. The Book Committee will meet again and report back to the Trustees.

VIII. Old Abbott Library

A. Cy Pres Petition Update

Terri has a copy of the current and hopefully final Cy Pres Petition, which has been evolving since September 2014. Terri asked the board for authorization to sign the current version dated May 7, 2015. Jim made a motion to authorize Terri, seconded by Xan, unanimously passed. The signed petition will be returned to the Town Manager.

B. Use of the Old Abbott Library

The use of the Old Abbott Library will fall under the jurisdiction of the Trustees if/when the Cy Pres is approved, and before the sale of the building. Terri asked that the Trustees think about the possible uses now so that we will be ready to offer use of the building to other groups, if the Trustees agree and the demand exists. Staffing and budget for the Old Library are concerns. Discussion followed regarding the funding for operation of the Old Library. Terri made a motion that a sub committee of the Trustees create a draft of the cost of operating the Old Library for meetings, seconded by Jane.

The motion was carried, with one abstention. It was noted that it is not the intention of the Trustees to continue use of the Old Abbott Library, but also not the intention of the Trustees to leave the building empty if use is available on an interim basis.

IX. Chair's Report

A. Strategic Plan

There is a Strategic Plan posted on the Library website which was dated 2010-2011. The strategic plan for the last few years has been "build a library". Terri recommended that we revise the plan to reflect the current plan for 2016-2017. Mary would like to conduct a town-wide survey to assess the needs of the community, and how the library might address those needs. The Trustees agreed that Terri and Mary would draft a survey, and then a timeline to work on the strategic plan, as separate meetings may be necessary. They will bring the preliminary plans to the June Trustee's meeting.

B. Library of the Year

Terri reminded everyone that the NHLTA website is a great resource for statewide news and available conferences.

The NHLTA is giving the Trustees Annual Awards for Library of the Year and Trustee of the Year. Jim made a motion that the Abbott Library be nominated for Library of the Year, seconded by Tom. The motion carried unanimously. Xan will complete the application, with a deadline of July 31, 2015. Jim also made a motion that John Wilson be nominated for Trustee of the Year, seconded by Denise, and approved unanimously. Terri will write the proposal, and make sure that he qualifies, as he retired in March of 2015.

C. Alternate and Foundation Appointments

Tom Mickle volunteered to take the empty Trustee position on the Abbott Library Foundation. Jim made a motion to appoint Tom for this position, seconded by Xan, approved unanimously. Terri presented the application of Helena "Susie" Churchill for Library Trustee Alternate. Terri made a motion to accept Susie for this position, seconded by Jim, approved unanimously. Terri will submit Susie's application to the Select Board for approval, as this is an appointment.

X. Old Business/Other Business

None

XI. Public Comment

John Augustine noted that the Sunapee Recreation summer booklet should be available very shortly. He also thought the library should publicize its great statistics in some way the public could access the data, such as on-line social media, and in the Library itself. Discussion followed about ways to calculate the "value" of the numbers, including web service and volunteer hours. Mary reported that she would like to come to a Select Board meeting to share the positive statistics the library is generating.

XII. Adjournment

Jim made a motion to adjourn, Xan seconded, and it was unanimously passed. The meeting was adjourned at 8:00pm.

Respectfully submitted,
Jane Frawley, Secretary

