

**Minutes of the
Abbott Library Trustees' Meeting
Abbott Library, Sunapee, NH
November 17, 2015**

Trustees: Terri White, Chair, Xan Gallup, Vice Chair, Jane Frawley, Secretary, Denise Bressette, Treasurer, Jim Currier, Carol Brudnicki, Tom Mickle
Alternate Trustees: Lois Gallup
Others: John Augustine, John Wilson, Jean Wilson, Jan Bettencourt, Don Bettencourt

I. Chair's Remarks

Terri called the meeting to order at 6:30 pm. Terri reported Mary was absent due to illness.

II. Approval of Minutes

A. October 20, 2015

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

B. October 28, 2015

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

III. Report from the Friends of the Abbott Library

Terri reported that Caitlin Clapp will hold the next Friends meeting on January 6, 2016.

IV. Report from the Abbott Library Foundation

Tom reported that the Foundation met on November 4, 2015. Updates of Foundation bylaws were approved. The Foundation also approved the funding for filling the Library propane tank for the new generator and providing monies for refreshments for the NHLTA Library of the Year presentation. The Foundation supports the Trustees exploring the number of people allowed at library functions, as the tent for the Gala was a \$2500 expense.

V. Treasurer's Report

A. Review Financials

Denise reported that all three accounts are balanced. We are currently under budget for the year, but anticipate more bills in December as we close out the year. Discussion followed about the restricted funds in the Trust and Fines Account, which has over \$3000 currently.

B. Manifest of Bills

A manifest of bills will be presented at the December meeting, as Mary was not in attendance

C. Request to the Trustees of the Trust Funds

Terri continues to work on an understanding of what funds can be used from Trust Funds and will report again at the December meeting.

VI. Director's Report

A. Parking Lot

Terri asked for input from John Wilson about the status of the parking lot. John reported that the lot will not be paved until spring. Jim asked for a clarification of using and plowing the area once the ground has frozen. John and Mary will follow up with Stevens Construction.

B. Collection Policy-Self-Published Materials

Xan made a motion to accept the Collection Policy as presented, seconded by Jim, approved unanimously.

Terri reported that the budget presentation to the Select Board went very well, and the statistics remain impressive.

VII. Chair's Report

A. Budget

Terri thanked Mary and Denise for working together with her to prepare a thorough budget. The team approach worked very well.

B. Strategic Plan

At the beginning of next year, Terri suggested the Trustees begin to work on a Strategic Plan, to include all aspects of Library operation. Terri and Mary have information from workshops to guide us. Terri thought the Trustees might start with a questionnaire or forums to gather input from the community. Anyone who is interested in working on the Strategic Plan should speak with Terri.

C. Fire Occupancy/Numbers/Abbott Library

Jim reported that the NH Fire Marshal had no more information regarding the occupancy numbers for the Library. Again, the local Fire Chief has the final say on acceptable numbers. Jim will continue to gather measurements for the actual square footage of available space, giving consideration to moveable tables and chairs.

D. Library of the Year Presentation

On Saturday, November 21, at 11am, the Library will host a reception for the presentation from the NHLTA. The Lions will assist with parking and transportation from the Safety Services building.

Terri will be on WNTK talking about the value of libraries.

Annual gifts for staff were discussed.

VIII. Old Abbott Library

A. Cy Pres Update

Terri and our Attorney Bob Wells have discussed the following items:

1. use of hydro funds as option for payment
2. deletion of Trustees' use of payment strictly for the use of a future Meeting Room
3. placement of monies into an Escrow Account, not a Capital Reserve Fund
4. change of time frame from 2 years to 1 year for purchase and sale to closing
5. understanding that Town will responsible for maintaining Old Library
6. language that states monies will not be used for operating budget, if in accord with

the original Abbott Trust.

Terri will continue to work with all in finalizing the Cy Pres, and will call a special meeting of the Trustees if needed.

John Augustine updated the Trustees on the status of the Select Boards' in marketing the Old Abbott Library property. Restrictions on the sale will be included.

IX. Old Business/Other Business

Jim asked about the possibility of access from the upper parking lot down to the library. A bridge or stairs would be ideal.

X. Public Comment

John Augustine suggested we account for the one time visitors to public events in our visitor figures. Don Bettencourt brought the new pay table proposal to the attention of the Trustees, and the effect it may have on our proposed budget.

The Trustees celebrated with John Wilson on his improved hearing.

We will welcome Peter and Linda Urbach at the NHLTA presentation.

XI. 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 7:29pm. The Trustees voted to have the minutes of this non-public session sealed permanently. Terri made a motion to resume public session, seconded by Jim. By role call vote, the Trustees voted to return to public session at 7:52pm.

XII. Adjournment

Jim made a motion for adjournment, seconded by Xan, passed unanimously. The meeting was adjourned at 7:54pm.

Respectfully submitted,

Jane Frawley, Secretary