

**Minutes of the  
Abbott Library Trustees' Meeting  
Abbott Library, Sunapee, NH  
September 15, 2015**

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

Alternate Trustees: Sharon Palmer, sitting for Tom Mickle, Susi Churchill, Lois Gallup

Director: Mary Danko

Others: John Augustine, John Wilson, Jean Wilson, Jan Bettencourt, Don Bettencourt, Dick Katz, David Andrews, Don Brandolini

**I. Chair's Welcome**

Terri called the meeting to order at 6:30 pm. Terri recognized Sharon Palmer, alternate Trustee, sitting for Tom Mickle, who had an excused absence.

**II. Approval of Minutes**

Carol made a motion to accept the minutes of the August meeting as written, seconded by Sharon, approved unanimously.

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

Dick Katz invited everyone to the annual meeting of the Friends, set for September 30<sup>th</sup>, 7pm in the Abbott Library. Mary Danko will present many of the online resources available at the Library and how to access them. Special desserts and coffee will be offered. Dick will send an email invitation for Mary to publish.

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

Mary reported that at the August meeting of the Foundation, plans were finalized for the funding of the generator for the Abbott Library. Discussion also included plans to hold a Gala as an annual fundraiser the Thursday after the book sale and pancake breakfast.

**V. Treasurer' Report**

**A. Review Financials**

All three accounts are balanced and we are year-to-date under budget. Denise did present the Capital Campaign breakdown to reflect the Book Sale income. Terri proposed that we change the name of this account in the near future to the "Donation Account", and drop the title of Capital Campaign from this account. We are mandated to have an account that reflects donations.

**B. Manifest of Bills**

Xan made a motion to accept the Manifest of Bills from August 4, 2015 to September 14, 2015, seconded by Carol, approved unanimously.

**C. Request to the Trustees of the Trust Funds**

Terri drew our attention to the Abbott Library Balance Sheet which reflects two gifts to the Trustees, with approximate balances of \$2700 and \$9300. The Trustees are not

clear what these gifts can be used for. Terri would like to clarify this but the Trustee of the Trust Funds does not have any documentation for the acceptable uses for these accounts. John Wilson believes only the interest of these accounts may be used for any purpose, based on past history. Mary recently learned that the AG's office does maintain this documentation. Terri suggested we authorize the Trustee of the Trust Funds to request this documentation from the AG. A motion to authorize this request was made by Sharon, seconded by Jane, and passed unanimously.

#### D. 2016 Budget Discussion/Preparation

A 2016 Draft Budget for the Abbott Library was presented by Terri for a first pass review. Terri invited the town's Budget Advisory Committee to our meeting to witness and assist our process for preparing the budget which will be presented to the board. Don Bettencourt, Don Brandolini and Dave Andrews were able to attend our meeting. Terri also reminded the Trustees that the Library budget is a part of the town budget but the Trustees do decide and recommend what they feel is needed for the best Library programming. A line by line review followed for the proposed budget. Discussion ensued about the needs and wants for the coming year. The Library Trustees have typically proposed a budget that reflects less than a 5% increase from the previous year, and follows the request from the Town Manager for allowance in increases. The first draft of the 2016 budget is significantly higher than that, with the transfer to the new building, and an addition of approximately \$10,000 if the Trustees were to keep the Old Abbott Library Open. Almost \$5000 in Building Overhead would be required to keep it closed. Terri suggested we look more closely at the payroll and property services increases at the next meeting. The Trustees were also asked to consider the implications of making the Children's Librarian a full time position for the next meeting. Terri will look into the possibility of the Foundation financially supporting the payroll. Xan and Terri hope to have the completed estimated payroll figures from Mary for the coming meeting for better consideration. Mary also highlighted the role the Foundation, Friends and volunteer hours play in helping the library maintain its budget.

7:00 Public Hearing- Accept Gift from the Abbott Library Foundation- \$35,000 for Generator

A Public Notification and Public Hearing must be held for the Trustees to accept any gift of more than \$5000. The Abbott Library Foundation has raised \$35,000 for the purchase of a generator for the New Abbott Library. The generator was cut from the initial library proposal, but is seen as a necessity to protect the new library and to provide shelter in the case of an emergency. John Wilson was thanked for his effort to raise these funds. Jim made a motion to accept these funds, seconded by Carol, approved unanimously. The Public Hearing was closed at 7:02pm.

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

Mary has been elected Vice President of the New England Library Association. This organization provides an opportunity to interact with other librarians from all the New England states. Mary will attend one meeting per month.

Mary proposed a change to the library policy for the meeting room. The change will make it possible for individuals to reserve the room, limited to two hours a day. Carol made a motion to that effect, seconded by Xan, passed unanimously.

Mary also proposed a cell phone use policy for the library, so that the librarians will have a reference for dealing with cell phone use in the library. Accommodations for those who need to use the phone with the computer can be made. A written policy was presented by Mary. Jim made a motion to accept this policy, seconded by Sharon, passed unanimously.

### **VII. Chair's Report**

Terri reminded everyone of the town employee luncheon hosted at the Library and asked for volunteers. The Lion's Club will donate the meal and their cooking skills. Trustees are invited.

### **VIII. Old Abbott Library**

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

A joint meeting with the AG office, the town representative, Donna N., and our legal representative, Xan and Terri will be on September 24, 2015. They hope to finalize a time table for payment of funds to the Trustees, the last point needed for agreement in the Cy Pres petition.

### **IX. Old Business/Other Business**

Mary noted that Wes Roberts, Highway Department, passed away. His services are this week. Nancy Chamberlain, library staff, is not well, and is at DHMC. Our thoughts are with both.

Mary also reported that the Lebanon Library is meeting to discuss the Tor Project, regarding browsing the internet with privacy.

The blue signs for the library are now in place at the end of the road and on Route 11.

### **X. Public Comment**

John Augustine asked the Library Trustees to consider what covenants would be required to be maintained or saved by a new owner of the Old Abbott Library. This matter will need to be addressed by the Select Board prior to a sale. John asked the Trustees for their input over the next few months.

### **XI. Adjournment**

Jim made a motion to adjourn, seconded by Xan, approved unanimously. The meeting was adjourned at 8:33pm.

Respectfully submitted,

Jane Frawley, Secretary