

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

I. Chair's Remarks

Terri called the meeting to order at 6:30 pm. Terri thanked Carole for attending on her birthday, and Xan for attending on her anniversary.

II. Approval of Minutes

Terri noted that in the November 17th minutes, it should be Peter and "Linda" Urbach attending the presentation.

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

III. Report from the Friends of the Abbott Library

Terri reported that Caitlin Clapp will hold the next Friends meeting on January 27, 2016, not January 6th.

IV. Report from the Abbott Library Foundation

Tom reported that the Foundation will meet on January 6, 2016.

V. Treasurer' 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. The Trustees hope to pay the attorney bill before the end of the year. To clarify, Terri noted the transition for the town to take over the Old Abbott Library payments as of January 1, 2016.

B. Manifest of Bills

Terri made a motion to accept all bills through October 2015, seconded by Jim, passed unanimously. Terri made a motion to accept all bills through November 2015, seconded by Xan, passed unanimously

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. Denise has attempted to compile all past transactions and records available to the Trustees. These figures do not match the Trustees of the Trust Funds accounting. Denise and Terri will continue to follow through on this matter, presenting what Denise has discovered.

VI. Director's Report

Mary reported that library events continue to be very positive. She reflected on the Library of the Year presentation, more community outreach, the possibility of a Minecraft club at the Library, and new program available for paraprofessional training.

Mary requested that we change the frequency of reports of interlibrary loans and new materials, from once a month to yearly reports. Carol made a motion that these reports be published twice a year, every six months, seconded by Denise, passed unanimously.

Mary also reported that the back up generator is operational, and has been tested. Discussion followed about the need for the public to know that emergency power is now available at the Library. She will follow up with notification to the Library website and newsletter, as well as the Intertown Record.

A. Parking Lot

Mary reported that we are waiting for spring to pave, at the town's paving rate. The additional parking lot will be needed for events at the library. The parking lot will not be used until it is paved.

Terri noted the statistics for patron visits remains strong, up 69%. It has been a full year since the new library has been operational.

Tom alerted the group to an article in the Union Leader, which highlighted the new role of libraries in the community.

VII. Chair's Report

Terri thanked everyone for their help in making the NHLTA presentation celebration so special.

A. Budget

Our actual budget presented to the Town does reflect the new 12 step pay scale, which increases our 2016 budget by \$865. Jim made a motion to accept this increase, seconded by Carol, passed unanimously.

Terri reported that Mindy Flater and she will give a presentation to the NHLTA in May, reflecting on our new library building.

B. Strategic Plan

i. Staffing

We will start to look at the staffing of our library in relationship to other libraries and towns of our approximate size and population statistics. Information is available on the NHL site. Denise and Mary will start to look for this information and bring it back to the Trustees next month. Jim made a motion to charge Denise and Mary with this work, seconded by Xan, passed unanimously.

C. 2016 Election

Carol and Terri are up for reelection in March; they must indicate their intentions in January. Sharon Palmer has agreed to continue as an Alternate Trustee. Discussion followed about Terri's ability to remain as Chair, as she will have served six years.

D. Fire Occupancy/Numbers/Abbott Library

Jim continues to work toward accurate measurements for library space during large functions before speaking with the Fire Chief.

E. Staff Gifts/Staff Event

Denise noted that all monetary gifts, including gift cards, must be reported through pay roll. As a result, the Trustees decided to provide food baskets to all the employees, with donations from the Trustees. Xan will shop for the baskets. The Trustees will also sponsor a thank you luncheon for the library employees after the holidays, early in 2016.

VIII. Old Abbott Library

A. Cy Pres Update

Terri sent our requests to our attorney who will meet with the Town attorney and get back to us with any developments. The Select Board has initiated a Request for Proposals for realtors, which will be ready to use when the Cy Pres is agreed upon.

IX. Old Business/Other Business

Jane thanked the Morgan Hill Book Store owners Chris and Anna Miner for offering use of the store during the Gala silent auction. Mary also felt the cooperation between the book store and the library was beneficial to all.

Terri and Mary reflected on the NHTLA's impression of our wonderful library.

X. Public Comment

John Augustine reported that the hydro funds could be forwarded for a warrant article to purchase a new town grader. This could appear to be a conflict with using the hydro funds for the library equity in the Old Abbott Library. Discussion followed about the time table of the sale of the Old Abbott Library, and the paying down of the town loan.

John Augustine also asked about the use of the emergency generator in after-hours emergency situations, considering budget impact on extended staffing and the running of the generator. Mary will be working with Emergency Management in those situations to determine the level of service needed.

XI. Adjournment

Jim made a motion to adjourn, seconded by Xan, passed unanimously. The meeting was adjourned at 7:57pm.

Respectfully submitted,

Jane Frawley, Secretary