

**Abbott Library Board of Trustees Minutes
Town Hall Meeting Room – January 21, 2014
Approved**

Trustees: Terri Jillson White, Chair; Peter Urbach, Assistant Chair; John Wilson, Treasurer; James Gottling, Secretary; Xan Gallup; and John Mickle
Director: Mary Danko
Others: Anne Nilsen, Jeanne Wilson, Sue Gottling, Selectman; and John Augustine

I. Chairs' Opening Remarks – Terri White

Terri White called the meeting of January 21, 2014 to order at 6:30 p.m. and noted that Barbara Hollander is still absent with an excused absence. Terri said that we have no alternates, so there is no one to sit in for her.

II. Approval of Minutes – Jim Gottling

A. December 17, 2014:

John Wilson said that in the 3rd paragraph of Section VI, he had said that he plans to run for a 1-year term. Peter Urbach said that in the first paragraph of Section V, he had suggested “adding information about the number of such sessions held each month to the library’s monthly statistics.” Terri White noted that the word “Annual” in Section III should include the letter ‘a.’ Xan Gallup, with second by John Wilson, moved to approve the minutes of December 17 as corrected with these changes. The motion passed unanimously.

III. Report from the Friends of Abbott Library – Dick Katz

Dick Katz had sent an email to Terri saying that he would be unable to attend this evening.

IV. Treasurer's Report – John Wilson

A. Review Financials:

John Wilson said that Mary Danko recently separated the capital campaign actions from the library report. The capital campaign is now treated in QuickBooks as a separate company. The new handout shows details regarding the capital campaign separate from the library account. John and Mary have not yet learned why QuickBooks continues to include the \$167,543.56 (B201 item) in the library’s balance sheet. That item should only be in the new account but now appears in both accounts. In the library report sent out before the meeting, the final budget deficit figure of \$17,623.79 is not a correct figure, as the town needs to supply some changes before that amount is exact.

John continued that he has a letter from Jolene Chappell, Trustee of the Trust Funds, indicating that, from the records, the library is due no funds from the two town library funds.

Peter Urbach asked about the Coffin money, which appears in both accounts. Mary said that she would fix that. Peter also asked about the \$24,000 of town funding due. Mary and John explained that was a budget amount still due for payroll, which resulted from differences between John Walden receiving healthcare for both he and his wife, while Mary was just receiving healthcare for herself.

Terri asked if the Conscience Fund generates as much as the previous overdue penalties. Mary will check on that information.

Peter asked how the reporting would work when Donna sends one-item reports. John said there would be just one line item. Mary hoped that Donna would include a cover sheet, accounting for individual items.

B. Review/Approve Manifest of Bills:

There were no questions. Terri moved, with 2nd by Xan, to approve the Manifest of Bills, December 17, 2013 to January 20, 2014. This motion passed unanimously.

V. Director's Report – Mary Danko

Mary described the staff's work on filing and weeding the collection to have it in good shape in preparation for moving this summer. She also spoke about work on the new Koha computer system and the sheet she had written on Frequently Asked Questions. Apparently, there has been some misinformation in the community about the work on the new library; this sheet is to minimize this situation. Urbach suggested that, since the town has sent an email to persons interested in town news about the Perkins Pond work, the town might send an email to that distribution list about the new library progress. Danko said that a foundation update mailing is planned for April about the new library progress. Terri and Mary will work on that.

Danko reported that no questions arose at the town's budget hearing about the library's proposed budget.

VI. Chair's Report – Terri White

A. Alternate Trustees

Terri spoke about the applications to become alternates that have been received from Sharon Palmer, Denise Bressette, and Jane Frawley. All appear to be good candidates and have experience with children or teaching that gives them experience applicable to work with the library trustees. These would be 1-year appointments from the date of their appointment. Tom Mickle moved, 2nd by John Wilson, that we approve the applications of Sharon Palmer, Denise Bressette, and Jane Frawley as alternate trustees with the Abbott Library. This motion was approved unanimously. Terri will move this recommendation on to Donna for consideration by the selectmen and will notify the applicants of their approval.

B. Town Ballot Filing Period

Terri said that registration for election on the town ballot opens January 22 and runs through January 31. Terri added that John Wilson's and Barbara Hollander's 3-year terms end in March and Jean Molloy and Peter Spanos had resigned recently, so the terms of Xan Gallup and Tom Mickle, their replacements, will end in March. Their replacements, to be elected in March, will serve 1-year terms. Peter suggested writing to Barbara Hollander, and Terri said that was on her agenda for February since Barbara's term will end in March. Both John Wilson and Tom Mickle indicated last month that they would run for 1-year terms. John has a candidate for one of the 3-year seats. Xan Gallup said that she would run for the second 3-year seat.

VII. Report from the Abbott Library Foundation – Melinda Flater

Terri had not heard from Mindy about the foundation or any results about their last week's meeting. Peter said he had heard there was a letter to possible donors asking for

support for the addition of radiant heating pipes and systems and he wanted to know how many such persons had received this letter. Mary said that the letter had been sent to just a handful of people.

VIII. New Abbott Library – Danko/Urbach/Wilson

A. Update from Oversight Committee:

Peter said that the work is on schedule and on budget. Advanced construction techniques have allowed concrete work to continue through bad weather. Concrete trucks would not deliver in the worst of the weather, but work continues on schedule. The owner's contingency fund has been reduced from \$84,000 to \$75,000 mostly due to site work. \$9000 has been expended from the builder's contingency because PSNH had to provide an unexpected power pole. Both funds remain in good shape. Cement testing has passed inspection with flying colors. Terri asked about the sign and was told that it is in the construction trailer waiting to be installed.

IX. Discussion: Possible Community Room – Urbach

Peter Urbach reported that he, John Wilson, and Tom Mickle had visited the Wilton Library in Connecticut to begin consideration of the possibly of adding a community room to the new library. The community room at the Wilton library was funded by the Dave Brubeck family and is an outstanding example of the sort of library community room that could be built with substantial funds from donors.

X. Old Business – None

XI. Other Business

Mary Danko said that she had read an article that reported that reading a novel had lasting improvement on brain activity.

XII. Public Comment

John Augustine inquired about the library trustees' position regarding disposition of the old library. Terri explained that, although the library has a 70% or 75% interest in the old building, its disposition depends on the Selectmen. Peter explained that the adverse vote by the town several years ago had affected the trustees' concern. The selectmen have the old library's disposition on their calendar for their January 27 meeting. After that time, the library trustees may take a more active position about the old library.

XIII. Adjournment

Xan Gallup, with second by Tom Mickle, moved to adjourn the meeting at 7:37 p.m. This motion passed unanimously.

Respectfully submitted,



James G Gottling, Secretary