

**Abbott Library Board of Trustees Minutes
Town Hall Meeting Room – March 18, 2014
Draft**

Trustees: Terri Jillson White, Chair; Peter Urbach, Assistant Chair; John Wilson, Treasurer; James Gottling, Secretary, Jim Currier; Xan Gallup; and John Mickle
Alternates: Denise Bressette, Jane Frawley, and Sharon Palmer
Director: Mary Danko
Others: John Alexander; Sue Gottling, Selectman; Anne Nilsen; and Jeanne Wilson

I. Chair's Opening Remarks – Terri White

White opened the meeting at 6:30 p.m., welcoming Jim Currier, newly elected trustee, and re-elected trustees Xan Gallup, Tom Mickle, and John Wilson. Terri then proceeded to election of officers for 2014 to 2015:

John Wilson moved, with second by Jim Currier, to elect Jim Gottling as secretary for 2014 to 2015. This motion passed unanimously, except for Gottling's abstention.

Terri said that John Wilson would be stepping down as treasurer. She had researched the possibility of having Denise Bressette act as treasurer. Terri contacted the government center; and they said that would be no problem, however they suggested contacting attorney general Terry Knowles. The government center contact had just occurred this morning, so Terri had not been able to contact the attorney general. Terri suggested having John Wilson continue for one month to allow Knowles to confirm that an alternate could act as treasurer. Xan Gallup moved, with second by Peter Urbach, to appoint John Wilson to continue for one month as treasurer to allow confirmation by the attorney general about the alternative possibility. This motion passed unanimously, except for Wilson's abstention.

Terri moved, with second by Jim Currier, to appoint Peter Urbach as vice chair for 2014 to 2015. This motion passed unanimously, with abstention by Urbach.

Peter Urbach moved, with second by Jim Currier, to appoint Terri White as chair for 2014 to 2015. This motion passed unanimously, with abstention by White.

II. Approval of Minutes – Jim Gottling

Peter Urbach suggested two changes: In Section VIII, paragraph 1, the completion date will be "July 31" and in paragraph 2, reference to Claremont Bank's share of the cost should be "a portion." Terri White noted that the year of the meeting was "2014." Tom Mickle moved, with second by Xan Gallup, to approve the minutes with these corrections. This motion passed unanimously.

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

Terri said that Dick Katz has a commitment at this time for several months, so is unable to be present tonight. She noted that the Friends have a meeting scheduled for 5:30 p.m. at the library on April 2.

IV. Treasurer's Report – John Wilson

A. Review Financials

John Wilson said that the town has not yet paid \$14,000 due for January through March, to date. The 999 – Trust&Fines Expenses-Restricted amount of \$10,400 includes \$8,900 for KOHA and \$1,500 for computers. He commented that the New Library Capital Campaign Balance Sheet has a balance of \$336,457, which includes \$320,000 provided by the foundation to meet a town bill of that amount

that is coming. Peter Urbach inquired about the difference between Items 31300 and 32000 on the New Library Capital Campaign Balance Sheet. Mary Danko said that she would get back about that. Jim Gottling asked if the date in the profit and loss statement should be January 1 through February 28, 2014. John said that is a problem with the Quickbooks report. He added that the date for the Abbott Library Balance Sheet should be “As of March 17, 2014.”

B. Review/Approve Bill Manifest

Xan Gallup moved, with second by Terri White, to approve the Manifest of Bills for January 10 through March 18, 2014 as presented. This motion passed unanimously without discussion.

V. Director’s Report – Mary Danko

Mary reported that work installing KOHA continues very well. She has met with two professional library moving companies. Cost by one company seems high. The second company’s cost is in line with the budget. The library move should take 4 or 5 days. Peter asked about KOHA’s reporting on book-due dates. Mary said that error has been corrected. Four new staff computers are being installed; the old computers will be used for patrons at the new library. Mary has been energized by attendance at the Public Library Association Conference. She met John Walden at the conference, and he is doing well. Mary will do a short presentation about the conference at the next trustees’ meeting. She commented about a future meeting on March 24 about NH aviation and a March 29 meeting for an annual library Read-a-Thon.

VI. Chair’s Report – Terri White

A. Old Library Building Update

Terri has forwarded to Donna Nashawaty the trustees’ recommendation to sell the old library building. There has been discussion about disposition of the old library at the selectman’s meeting of March 10. Further consideration will occur at a March 31 meeting, now to be held at the Sherburne gym. Trustees are urged to attend this meeting. Mary Danko said that the town attorney will be present at this meeting and that the event will be advertised in the Kearsarge Shopper, the InterTown Record and the Eagle.

B. Revisit Name of Meeting Room

Peter Urbach thought that using the word “Committee” in the room name would work better with voters in a future town vote. Sharon Palmer supported the word “Meeting” in the room name as more appropriate for a library-related room. Peter Urbach moved, with second by Xan Gallup, to change the name of the meeting room to “Abbott Library Community Meeting Room.” This motion passed unanimously.

C. New Library/Historical Society

Peter Urbach moved, with second by Xan Gallup, to approve the following proposal and for Mary Danko to discuss this proposal with Becky Rylander of the Sunapee Historical Society. This motion passed unanimously.

Proposal for Historical Society Use of New Library

The Historical Society has proposed to use a portion of the Old Library Building as an archive to store historical records from the Town of Sunapee, specifically, the old town records currently stored in the basement of Town Hall. The Society would organize these records and make them accessible to researchers and the public.

As an alternative to meet the needs of the Society, the Abbott Library could offer the Society the use of a room in the new library which has already been designated as the New Hampshire Room. This is a small conference room measuring 12' x 18' located at the front of the new library which would contain bookshelves, a conference table, chairs and a computer workstation. The original purpose of the room, in addition to serving as a small conference room, was to be a repository for Sunapee historical information. Adding the files from Town Hall that the Society wishes to preserve and make accessible would be fully consistent with the intent of the Room.

The Society could have all of the useful files from the Town Hall basement scanned into computer accessible form and made accessible on the NH History Room computer workstation. It is believed that grants could be obtained to fund this conversion so that it could be accomplished at no cost to either the Society or the Library. The result would be preservation and public accessibility of all of these files without significant cost or use of storage space.

It should be noted that this proposal has not yet been reviewed by the Library Trustees although it will be put before the Library Board at the next Trustees meeting on March 18. The basis of this proposal is largely the suggestion of Library Director Mary Danko who has been in discussions with Historical Society President Becky Rylander .

.Peter Urbach 3/4/2014

D. Remove Funding Thermometer from Front Lawn

Terri suggested that it is time to remove the funding thermometer from the old Abbott Library lawn. John Wilson will take care of that. John said that he has many old signs that urge voting for Article 11 in his garage. It was suggested that he could use these signs to urge voting for an article urging town support of an Abbott Library Community Meeting Room, either by inserting the correct article number or by having the selectman choose number 11 for this article. John also suggested making arrangements for the transfer of the Pat Hand Garden from the old library to the new library site. This consideration will be taken up at the next Oversight Committee meeting.

VII. Report from the Abbott Library Foundation

Terri, reporting for Jean Molloy, said that although Mindy has resigned her position as Chair of the Abbott Library Foundation, she would continue to handle the lifeline donation database and keep track of naming opportunities for the foundation. Jean has in her report a thank-you to Mindy for all of her hard work. Terri said that the thank-you to all donors was published, without any dollar amounts, in today's InterTown Record. Tom Mickle asked if there are any new foundation members. Terri said Luke Gorman and Anna Miner have joined the foundation. Mary Danko thought Walt Goddard might also be a member (the foundation's website is not up-to-date.) Mary Danko thought that fund raising for the new library will continue until May 31, which is the date of a planned walk-through from 1:30 to 3:30 p.m. at the new library construction site. That date is the closing date to recognize contributions to the New Abbott Library, although fund raising for other purposes will continue.

VIII. New Abbott Library – Danko/Urbach/Wilson

A. Update from Oversight Committee

Peter, reporting for the Oversight Committee, said that the steel work is 100% complete. The skylight will be delivered in mid April and will be 6 ft. higher than

all steel. Framing has started and appears to be 50% complete, as of today, and should be done by the end of this week. Trusses were delivered yesterday and will be placed starting next week. Work is on schedule for the July 31st completion date. Upsizing the boiler not expected to add extra cost. Cost estimates are good. The bulk of additional cost for the drainage problem will be paid for by the Claremont Savings Bank. The percentage of their cost depends on the fraction of water flow from the old property relative to the total property water flow. Despite the missing drainage pipes, our cost remain as expected. Terri asked about the school's bus stop. Peter said that issue is in Scott's hands. Scott has said that he did not expect turning the bus would be a problem. Terri will follow up on that and Peter will bring this up at the next Oversight Committee meeting.

IX. Old Business – None

X. Other Business – None

XI. Public Comment

Anne Nilsen asked if the Historical Society would be moving any documents. Peter said that Mary Danko and Becky Rylander would talk about creating a long-term file record of the old town documents.

John Alexander asked some questions, which were respectfully answered. These questions related to issues about the library's equity in the old building, which has been discussed before and in some cases is not yet known.

XII. Adjournment

Xan Gallup moved, with second by Tom Mickle, to adjourn the meeting. On unanimous approval, the meeting was adjourned at 7:52 p.m.

Respectfully submitted,



James G Gottling, Secretary.