

**Abbott Library Board of Trustees Minutes**  
**Abbott Library – July 15, 2014**  
**Approved**

Trustees: Peter Urbach, Acting Chair, John Wilson, Treasurer, Jim Currier, Xan Gallup,  
Tom Mickle, Alternate Denise Bressette .

Alternates: Sharon Palmer, Jane Frawley

Director: Mary Danko

Others: Anne Nilsen, John Augustine

I. Acting Chair's Opening Remarks- Peter Urbach

Peter opened the meeting at 6:40 at the Abbott Library. The meeting venue was changed due to lack of access at the Town Hall. Peter stated that Jim Gottling was not feeling well and needed to excuse himself from the meeting. Jane Frawley volunteered to step in for Jim and take the minutes. Peter said that Denise Bressette would sub for Terri.

On a personal note, Peter told the group that he will be leaving Sunapee in six to twelve months, and relocating to Charlotte, North Carolina, to be closer to his family. The committee was sorry to hear the news, but wished him well in his move.

II. Approval of Minutes-Peter Urbach

There were no corrections or additions to the minutes of June 17, 2014. John Wilson moved, and Jim Currier seconded, to approve the minutes. The motion was passed unanimously.

III. Director's Report- Mary Danko

Mary reported that the 3D printer had arrived broken and has been shipped back. It will be replaced by a new one at no cost. The printer should be available for the opening of the new library.

Mary was invited to host a table for the library at the Project Sunapee Riverfest2, on Sunday July 20, 2014. She plans to have a tent with a display and kids' craft from 4-8 pm on that day. Volunteers are welcome to help her.

The Department of Labor is coming for an inspection on July 16, 2014. The library is prepared, and will inform the Department the library is moving to the new site in approximately six weeks.

Mary reports the Summer Reading Program is going well with the new format.

Mary is on the new library site almost every day. Trustees and friends of the library have been asked to provide treats for the site workers on Wednesdays, until completion. Donations can be dropped off to Mary, and she will take over the food and drinks for a 10AM morning break.

Mary also shared a chart showing the use of the library for the new Saturday hours, suggesting that the addition of afternoon hours has been a good change for the library.

IV. Report from Friends of Abbott Library- Dick Katz

Dick reported that the Pancake Breakfast was a success, serving approximately 350 guests, the same number as last year. Special thanks were given to the Molloy family, not only for their financial support, but also for their hands-on work at the event. Caitlyn Molloy Clapp was praised for her efforts.

Dick also reported that the annual request for donations is ahead of last year, although Dick could not ascribe any reason to that. Members of the committee suggested that the new library could be raising awareness of the library in the community.

The Friends annual meeting will be held at the Sunapee Methodist Church, in September, with Chef Duda as the guest speaker.

V. Treasurer's Report- John Wilson

A. Review of Finances

John reported that the Abbott Library budget is running slightly over budget this month (\$505.00).

He also reported the New Library Campaign Fund shows a balance of \$221,804.00.

The Foundation has given all the available cash to the account, which will cover the current billing. During the next billing cycle, the Town of Sunapee loan will need to begin. Discussion followed about closing the Library Campaign account. Members suggested the Foundation may receive more funds. It was also suggested that the bank account could be run down to the bank minimum for keeping the account open.

Building expenses are still on track. Smaller vendor bills are coming to Mary and are current. The contingency fund is still at \$10,000. The regular meeting of the Building Overview Committee was not held this past Monday, but will reconvene in the next two weeks.

B. Review/ Approve Bill Manifest

Tom Mickle moved to accept the Manifest of Bills from June 16, 2014 to July 11, 2014, seconded by Denise Bressette. There was no discussion and the motion passed unanimously.

VI. Chair Report- written report submitted by Terri White

All the Trustees had previously received a copy of Terri Jillson White's report. Peter Urbach did not read this aloud. There were no comments or questions on the report. Issues will be discussed at the August meeting.

VII. Book Sale- Xan Gallup

Xan reported that 325 cases of books were sorted for the sale. There were 123 cases sold for a total of \$1600.00, which was somewhat lower than previous years. The fact that competing books sales were held on the same day in New London and Newbury, and a lack of signage for our book sale were cited as possible reasons for the lower amount of traffic, including fewer booksellers buying in bulk. The remainder of the books/CDs and tapes were donated to Big Hearted Books and Dartmouth Hitchcock. Many thanks to Xan for all her work were expressed, as well as all the other volunteers. Jim Currier and Dave Monty were thanked for loading all the pallets; John and Jean Wilson were appreciated for the use of their garage. Tom Mickle commented that this seemed like the most efficient moving of books to date.

Discussion followed Xan's report that the book sale involves too much work for the fundraising results. The Committee highlighted the pros of our book sale as an institution for Sunapee, with the Pancake Breakfast and book sale on the third Saturday in July. There is also a good return for the amount of advertising done. Jim Currier recognized that more help is needed, especially at the end of the book sale. John Wilson

suggested possibly advertising the book sale more heavily, and at the Pancake Breakfast that day. Acting Chair Peter Urbach noted that a discussion of future book sales should be put on the agenda in four to five months.

#### VIII. New Abbott Library

##### A. Construction Update- Urbach, Danko, Wilson

Peter reported that the completion date for the new library had been pushed back one week, to the third week of August. Otherwise the project is on schedule and on budget. Most of the action now requires Mary Danko making interior design decisions. Mary states that many people are helping to create a beautiful library, including LaValley, Jim Currier, Doug Windsor (painting,) and Mike Kennedy (landscaping.) Interior painting is due to start later this week. Local folks are still giving to the library needs. The parking lot is ready and the last coat of tar surface will happen at the very end of construction and fill. Peter and the committee remain pleased with all the contractors. Tom Mickle stated that many people have had positive comments about the exterior of the building.

##### B. Opening Party - New Library - Jane Frawley

Jane reports that the sub committee recommends a soft opening for the new library, as well as a Grand Opening date with invited guests, speeches, and refreshments. A pre soft opening was also recommended by Mary Danko, with Trustees, Foundation, and Friends invited prior to the actual opening day for the library. The suggested date for the Grand Opening was Saturday, September 20, 2014. John Wilson inquired if this was a firm date, as he will be away that day, celebrating his 90<sup>th</sup> birthday. No new day was set.

The sub committee will meet again to finalize plans for the soft opening and will report back at the August meeting of the Trustees. Suggestions for both openings may be forwarded to Jane Frawley.

#### IX. Old Abbott Library- Peter Urbach

Peter reported that the second Visioning session was held on June 30, with approximately 60 people in attendance. A summary of the meeting may be found on the Town of Sunapee website. According to the data generated, about half of the people at the meeting wanted to sell the old library, and the other half wanted to keep the building for another purpose. The Selectmen plan to file two 2015 warrant articles, one for the Library Trustees to receive 80% of the market value of the building and land, and a second for the Library Trustees to receive 100% of the market value of the building and land.

Discussion followed regarding the status of the old library while the Select Board makes their decision. It was decided that Peter Urbach would find an attorney to represent the Trustees' interests, and to invite Terri Knowles to the next Library Trustees meeting to share any knowledge she can with the group. There are no more information/visioning sessions scheduled at this time. Peter asked where the money for the attorney could be found in the budget. The committee suggested asking the Friends or the Foundation for the funds to retain an attorney. The Trustees were reminded that we have already sent a letter to the Select Board recommending the building be sold, and that 80% or 100% of the proceeds be turned over to the library.

- X. Old Business- None
- XI. Other Business- None
- XII. Public Comment

John Augustine expressed his opinion that it would be in the Trustees best interest to see if the Select Board has a genuine interest in resolving the status of the old library building by March 2015. Discussion followed.

John Augustine later brought the concept of distance learning to the attention of the Director. He asked that library programming keep in mind the new generation able to work and learn from home. Mary Danko stated that currently people come into the library to use the distance learning programs, but they are generally older than school age.

XIII. Adjournment

Jim Currier, with a second by Denise Bressette, moved to adjourn the meeting. The meeting was adjourned at 8:20 pm.

Respectfully submitted,

Jane Frawley, Acting Secretary