

Abbott Library Board of Trustees Minutes
Abbott Library Meeting Room – November 18, 2014
Approved

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

I. Chair's Opening Remarks - Terri White

Terri opened the meeting at 6:30 p.m. and thanked Jane Frawley and Sharon Palmer for their work setting up the November 15 Grand Opening program. She passed out a card for signatures to be added and the card then sent to Mary Epreman, expressing sympathy to her about her husband Ed who recently passed away.

II. Approval of Minutes - Jim Gottling

October 29, 2014 – With ten corrections noted, Jim Currier moved, with second by Xan Gallup, to approve the minutes of October 29, 2014 as corrected. This motion passed unanimously.

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

Dick Katz was not present. Terri commented that the Friends of the Abbott Library had not recently met and will next meet on December 3, 2014.

IV. Report from the Abbott Library Foundation

There was no report.

V. Treasurers' Report - John Wilson

Review Financials – John Wilson reported that at the end of October the library was \$12,421.10 under budget, so Mary has spent wisely.

Review/Approve Bill Manifest – John Wilson said that the total amount listed on the Manifest of Bills for September 6 through November 17, 2014 is \$18,052.88. Xan Gallup moved, with second by Jim Currier, to approve the Manifest of Bills for September 6 through November 17, 2014. This motion passed unanimously.

VI. Director's Report - Mary Danko

Mary Danko said that there have been requests for use of the two meeting rooms. With the help of Steve Nilsen, the use of meeting rooms now appears on the library's website under the **Meeting Rooms** tab using Google Calendar. The meeting room policy and application for use of the meeting rooms are available there for viewing online or download. According to the newly installed counter, 403 people attended the grand opening event. Despite being closed for two weeks, library statistics are positive. For example, there are 49 new library registrations this October compared to 22 last year in the same month. People using walkers or wheel chairs and moms with strollers have been coming to the library, making use of the direct ground-level entrance. Peter Urbach said that a sign will be placed on the Route 11 side of the building. Mary said that Fire Chief Ruggles needs the building's interior lighted in case of emergency, so sensors have been installed to provide lighting when someone enters. Parking lot lights go off at midnight, but the flagpole remains lighted all night. In response to Jim Currier's question, Mary said that the radiant heat system awaits installation of controls by the Trane Company.

The heating system is computer controlled, so the thermostats do nothing, although there is an override. Peter said that there has not been a final accounting with T-N. We are “all right, but don’t know how much we are “all right.”

Terri said that the town’s manager wanted to have the \$3,500 library portion of the appraisal placed in the town’s budget. Peter added that the town manager also wanted the library’s \$10,000 legal amount in the town’s budget. Peter thought these funds could be moved to the town’s budget as long as they remained separate line items in the town’s budget that the library could draw from as needed. Terri commented that Michael York, Director of the NH State Library, had told her that we could not spend funds for legal fees unless those funds were in our budget. Peter Urbach moved, with second by Jim Currier, to have the Chairperson explore with the State Library Director and the Town Manager how to deal appropriately with the legal portion of the budget for 2015 and act for the library accordingly. This motion passed unanimously.

John Wilson said that the electricity budget amount for next year is \$6,300 and that half of that amount has already been spent in three months. John moved, with second by Peter Urbach, to change the electric budget amount from \$6,300 to \$10,000. Mary compared the cost per square foot for electricity in the two buildings and found they were comparable (\$1.05 per square foot in the old building compared to \$1.40 in the new one.) Mary said that Todd Thompson of T-N thought that the use of radiant heating could reduce the electricity cost. Wilson said that Lynne Wiggins at the town office told him it would be best to change the budget item now. Mary Danko added that PSNH could do an audit once things have settled down. Jim Currier asked if the electric power use of the two buildings had been compared, and he pointed out that electric rates have gone up. Following this discussion, the motion passed unanimously.

VII. Chair’s Report - Terri White

Terri said that three trustees are to be elected in March. Anyone wishing to run for a trustee position needs to sign up in January. Current trustees whose terms expire in March include Jim Gottling, Tom Mickle, and John Wilson. Peter Urbach said that he would be moving to North Carolina, probably in March, so would resign then. However, Terri hoped that he would not resign before then, opening up another trustee position in time for the election.

VIII. Old Abbott Library - White/Urbach/Danko

Peter Urbach said that any action about the old Abbott Library awaits response from the library and town lawyers.

IX. Old Business/Other Business

Jane Frawley asked if John Wilson would provide a session to teach the Alternates about the financial work he does as Treasurer. John said that he would be glad to do that.

X. Public Comment

None

XI. Adjourn to Non-Public Session 91-A:3, II (a) – Dismissal, Promotion or Compensation of any public employee

Terri moved, with second by Jim Currier, to enter Nonpublic Session, specifying RSA 91-A:3, II (a) as the reason. This motion passed unanimously with a roll call vote and the Nonpublic Session opened at 7:08 p.m.

Upon return from Nonpublic Session at 7:32 p.m., Terri indicated that the minutes of the Nonpublic Session had been sealed permanently.

XII. Adjournment

Jim Currier moved, with second by Xan Gallup, to adjourn. With unanimous vote, the meeting was adjourned at 7:33 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "James G. Gottling".

James G Gottling, Secretary