

Abbott Library Board of Trustees Minutes
Town Hall Meeting Room – February 25, 2014
Approved

Trustees: Terri Jillson White, Chair; Peter Urbach, Assistant Chair; John Wilson, Treasurer; James Gottling, Secretary; Tom Mickle (arrived at 7:55 p.m.); and Xan Gallup

Alternates: Denise Bressette, Jane Frawley, and Sharon Palmer

Director: Mary Danko

Others: Sue Gottling, Selectman; Anne Nilsen; and Jeanne Wilson

I. Chair's Opening Remarks – Terri White

Terri opened the meeting at 6:30 p.m. Terri welcomed new alternates Denise Bressette, Jane Frawley, and Sharon Palmer and introduced them to the trustees and said that they had all been sworn in. She asked Denise Bressette to sit in for Barbara Hollander and Sharon Palmer to sit in for Tom Mickle. Both Hollander and Mickle had excused absences.

II. Approval of Minutes – Jim Gottling

In the Jan. 21, 2014 minutes, Terri suggested spelling her name correctly in Section VI, Part B, line 2 and that “may have been” in Section IX, line 3 should be replaced with “was”. Jim Gottling noted two corrections (replace the word ‘though’ with ‘through’ in Section VIII, line 2 and replace the word “trustee’s” with “trustees” in Section XII, line 1.) Xan Gallup, with second by John Wilson, moved to approve the Abbott Library Board of Trustees minutes of Jan. 21, 2014 as amended. This motion passed unanimously.

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

Terri, reporting for Dick Katz who was not present, expressed thanks for the Friends contribution to the Foundation that made possible the installation of piping to allow for radiant heating in the new library.

IV. Treasurer's Report – John Wilson

John Wilson reported on the current financial reports, which now include a New Library Capital Campaign Balance Sheet (for Feb. 17, 2014) in addition to the usual Abbott Library Balance Sheet (for Jan. 31, 2014) and the Profit & Loss Budget vs. Actual (for Jan. 1 through Feb. 2, 2014.) John said that the nearly \$11,000 under budget amount in Net Income in the Profit & Loss vs. Actual would be reduced to about \$3,000 when payroll funds were received from the town for January and February. Sue Gottling, Selectman, explained that the town budget had not yet been passed and Wilson said that the lack of payment was not a problem at this time.

The Abbott Library Manifest of Bills for Dec. 13, 2013 through Feb. 18, 2014 and a New Library Capital Campaign Manifest of Bills for Jan. 1, 2014 through Feb. 17, 2014 were presented. Peter Urbach, with second by Terri White, moved to approve the New Library Capital Campaign Manifest of Bills for Jan. 1, 2014 through Feb. 17, 2014, which contained a single item for \$226,086.51 billed by the town for construction. This motion passed unanimously. Xan Gallup, with second by Terri White, moved to approve the Abbott Library Manifest of Bills for Dec. 13, 2013 through Feb. 18, 2014. Jim Gottling asked about the individual payments and was told that using a credit card for these expenses was not possible. Terri asked about the Bull Landscaping charge and learned that was for snow removal. Both motions passed unanimously.

John Wilson suggested that the Trust & Fines account, now in a savings account, should be changed to a checking account to simplify working with those funds. Peter Urbach, with second by Sharon Palmer, moved to make that change in the Trust & Fines account. This motion passed unanimously.

V. Director's Report – Mary Danko

Mary Danko reported on the items in her written report, which included final work on the new KOHA computer system, consideration of a change in the library hours, the conscience jar comparison between 2012 and 2013, attendance at a PLA conference, town meetings, and a meeting of the LUV-Tech group.

The proposed new library hours would be...

Monday: 9:00 a.m. – 8:00 p.m.

Wed., Thurs., Fri.: 9:00 a.m. – 6:00 p.m.

Saturday: 9:00 a.m. – 3:00 p.m.

Mary explained that the proposed change results from her having noted that the library's busiest hours are on Saturday morning, with 12:00 to 1:00 p.m. that day being the busiest hour. John Wilson moved, with second by Terri White, to approve Mary's proposed change of the library hours. Mary will make appropriate adjustments to the staff hours and provide appropriate notification to the town before making the change.

VI. Chair's Report – Terri White

Terri has written a letter to Barbara Hollander thanking her for her service as a trustee and passed the letter to the trustees for signing. Terri read a citation that Peter Urbach had prepared for Barbara Hollander. Xan Gallup, with second by John Wilson, moved to send this statement as read to Barbara Hollander. The statement follows...

RESOLVED, that the Board of Trustees of the Abbott Library heartily thank outgoing Trustee Barbara Hollander for her many years of dedicated service to the Abbott Library and to the Abbott Library Board of Trustees. Her wise counsel during the many years and several efforts to build a new library building helped shape the requirements for the new building and helped make it a reality. She will be missed on the Library Board. The Library Trustees wish her the very best and look forward to welcoming her to the ribbon cutting for the new building.

Terri commented about two gifts from the Friends to the Foundation that will pay for the memorial circulation desk and the addition of radiant heating piping. Funds to add radiant heating equipment remain to be raised.

In response to the request from the town's Selectboard to tell them what the library trustees would like to do with the old library building, Terri asked Peter Urbach to speak about his proposed recommendation, which is attached at the end of these minutes. This attachment includes insertion of the word 'be' in the first paragraph and changes 'Community Room' in Item 2 to 'Meeting Room,' suggested by Sharon Palmer as being consistent with the American Library Association's identification of such a facility. Xan Gallup questioned identification of installation of a Community Room as the intent of the trustees. Urbach said that it would be more effective to make clear the trustees' intent for use of the funds. Peter Urbach moved, with second by Terri White, to forward the recommendation, as modified, to the Selectmen. This motion passed unanimously

VII. Report from the Abbott Library Foundation (ALF) – Terri White

Reporting for the ALF, Terri said that Mindy Flater has resigned as chair of the ALF and is no longer a member of the ALF in order to pursue other responsibilities. Jean Molloy is the new Chair of the ALF. The ALF has two openings that could be filled by library trustees. The annual joint meeting of trustees and foundation members is scheduled for June 26, 2014 at the Knowlton House. The Friends also have been invited.

VIII. New Abbott Library – Danko/Urbach/Wilson

Peter Urbach reported that the construction has been moving forward and that steel will be delivered to the site within a few days. The area around the site will be made smooth to allow construction equipment to freely move to install the steel structure. Unfortunately, cold weather has slowed progress, so project completion has been delayed by a month and now will occur July 31.

Another problem has been found. The manholes that had been expected to be connected to each other and drain water from the site are not connected. This situation has led to sink holes on the site. As a result, the drainage plan has to be changed. The original manholes will be abandoned and new ones installed near the south end of the site. It is estimated that the cost of this change may be about \$20,000, a portion of which will be shared by the Claremont Savings Bank.

Urbach showed two samples of the material to be used at the building’s base and two for the siding. The base material simulates stone, with one material rougher than the other. The two siding samples were both beige, one being darker than the other. The opinion of the trustees substantially favored the rougher-based stone simulation and the darker beige siding.

IX. Old Business – None

X. Other Business - None

XI. Public Comment - None

XII. Adjournment

Denise Bressette, with second by Sharon Palmer, moved to adjourn the meeting. This motion passed unanimously and the meeting was closed at 8:07 p.m.

Respectfully submitted,



James G Gottling, Secretary

Abbott Library Trustee Recommendations
To the Sunapee Selectboard
On the Disposition of the Old Library Building

Whereas the old Abbott Library building located at Route 11 and Main Street will be vacant after August 2014 when the Library moves into the new building and will no longer be needed for library purposes and,

Whereas the Sunapee Selectboard is considering the future use or disposition of the old Abbott Library building and,

Whereas the Sunapee Selectboard has asked the Library Trustees for their views on how to deal with the old building and,

Whereas contributions to the old library building by Martha Abbott in 1929 and by several others in 1984 constitute a charitable trust under New Hampshire law resulting in the Library Trustees have an equitable interest in 75% of the market value of the property and,

Whereas the Library Trustees have a fiduciary duty to see that the Library's equity interest in the property is properly used for library purposes, and,

Whereas the initial plans for the current new Library included a Meeting Room for library programs and other uses which was removed from the plans due to funding limitations,

Now Therefore, the Library Trustees recommend to the Selectboard that:

1. The old Abbott Library building and the associated land be appraised and sold at fair market value.
2. That the Library's 75% equity interest realized from the sale be used by the Library Trustees to expand the new library by adding a Meeting Room to the building,
3. That the remaining 25% of the sale proceeds be made available by the Selectboard to the Library Trustees as additional funds for the construction of the Meeting Room, (It is noted that two previous Selectboards voted, once on September 27, 2004 and again on October 23, 2006, to turn over 100% of the proceeds of the then proposed sale of the old library building to the Trustees for the building of the new library),

That the Trustees raise whatever remaining funds are needed to complete the Meeting Room from private sources.

Motion passed unanimously by the Abbott Library Trustees on February 25, 2014.

Abbott Library Trustees

Terri Jillson White, Chair

Date: _____