

**Abbott Library Board of Trustees Minutes**  
**Safety Services Building – December 17, 2013**  
**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: Jeanne Wilson

**I. Chair's Opening Remarks – Terri White**

Terri called the meeting to order at 6:30 p.m. and was assured by Xan Gallup and Tom Mickle that they had been sworn into office as Trustees at the Town hall.

**II. Approval of Minutes – Jim Gottling**

November 19, 2013 – There were no corrections save one typo, already corrected. John Wilson moved, with second by Xan Gallup, to approve the minutes. This motion passed unanimously.

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

Dick Katz was not present. Mary Danko said that the Friends Annual Meeting would be held in the summer, when more non-locals might be present.

**IV. Treasurer's Report – John Wilson**

John Wilson said that the budget surplus was now about \$19,000. He said that the Town would pay any budget surplus to the Library at the end of the year.

John noted that the \$4,000 in the current Manifest of Bills is the Water & Sewer standard charge for a new hookup. Although marked as unpaid, it has been paid. Peter Urbach moved to approve the Manifest of Bills for October 1 through December 16, 2013. This motion, seconded by Xan Gallup, was unanimously approved.

There was discussion about a \$9,000 and a \$2,800 library trust fund. Terri believes that only income can be used from the larger fund but the smaller fund amount can be used as well its income. However, it is not certain this situation is as specified by Terri in the papers for these funds nor is the location of these papers known. Peter Urbach moved to authorize the Library Treasurer to work with the Trustee of the Trust Funds to secure for the library the interest due to the Library from the two trust funds. This motion, seconded by Terri, was approved unanimously.

Mary said that she believes that she has a way to account for funds, such as the Coffin donation, in a way that does not affect the library funding.

**V. Director's Report – Mary Danko**

Mary Danko said that, although Sharon has been on vacation, library work is proceeding well. There has been attendance by staff at a number of professional programs. Mary continues to provide one-on-one help to patrons regarding downloading of eBooks and audiobooks to mobile devices. Urbach suggested adding information about the number of such sessions held each month to the library's monthly statistics.

Mary spoke about an incident that had occurred at the library recently. Although there was no violence, a patron was behaving in a strange manner and the police had to be called. Terri said that Mary handled the situation professionally.

## **VI. Chair's Report – Terri White**

Terri referred to the copy of the Library Investment Policy, which she had provided prior to the meeting. Xan Gallup moved to reapprove this policy as of December 17, 2013, with second by John Wilson. This motion passed unanimously.

Terri, with help from Mary, plans to review all of the library policies in advance of the move to the new library.

Terri spoke about the upcoming election in March and the need to have 2 trustees to fill 3-year terms and 2 trustees to fill one-year terms. John Wilson indicated that he plans to run for a 1-year term. Tom Mickle will run for a 1-year term, but Xan was not sure at this time if she would be available. There will be 3 positions open for service as Alternates, and these positions have been listed on the library's website.

## **VII. Report from the Abbott Library Foundation**

Although Mindy was not present, she had sent a monthly report that Terri had distributed. This report mentioned plans to place a full-page ad in the InterTown Record thanking all donors, but without mentioning their donation amount. Three potential new board members will attend the December 20 meeting. Paperwork for the Mascoma Bank loan is complete and the funds are available for use at the Foundation's request.

## **VIII. New Abbott Library – Danko/Urbach/Wilson**

Peter Urbach said that 98% of the ledge work has been completed. There has been a \$15,000 saving as the ledge work has been less than was expected, however there has been extra, unexpected work to stabilize the soil where Sunapee Center work had deposited rock that had to be removed or stabilized as this surface would not be satisfactory for the library's construction.

There remain substantial funds in two contingency accounts, but it is not clear that any of this money could be used to add radiant heating to the project. There may not be information available soon enough to add radiant heating to the project before the cement is poured.

The Zoning Board has approved a variance to allow a 4' x 9' sign on the site that will notify the public that supervision of the project by Trumbull Nelson using a design of Tennant/Wallace for the New Sunapee Library. These three will share cost for the project.

## **IX. Old Business – None**

## **X. Other Business – None**

## **XI. Public Comment – None**

## **XII. Adjournment to Non-Public Session**

Based on RSA 91-A:3 IIa Compensation of a Public Employee/Director Review, Terri moved, with second by John Wilson, to begin a non-public session. This motion passed unanimously, and the non-public session began at 7:55 p.m.

## **XIII. Public Session**

The public session resumed at 8:01 p.m. Terri announced that the minutes of the non-public session had been sealed.

## **XIV. Adjournment**

Peter Urbach moved to adjourn the meeting, with second by John Wilson. The motion passed unanimously, and the meeting adjourned at 8:02 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "James G. Gottling". The signature is written in a cursive style with a prominent initial "J" and a long, sweeping underline.

James G Gottling, Secretary