

Abbott Library Board of Trustees Minutes
Abbott Library – December 4, 2012
Approved

Trustees: Terri Jillson White, Chair; Peter Urbach, Assistant Chair; John Wilson, Treasurer; James Gottling, Secretary; Jean Molloy; Peter Spanos
Alternates: Anne Nilsen, and Tom Mickle
Others: Mindy Flater, Abbott Foundation Chair

I. Chair's Opening Remarks

Terri asked Anne Nilsen to substitute for Barbara Hollander, not present with an excused absence.

II. Approval of Contracts with Architect/CM

Peter Urbach described the progress of the architect's contract, then moved, second by Terri Jillson White, that the Library Trustees approve the contract with Tennant/Wallace Architects. In response to Anne Nilsen's question, Peter said that the contract involved \$154k of architectural services. Of this amount, \$72k involves architectural services up to the town meeting vote. Much of this amount involves work by a civil engineering firm for site work and calculations to determine the amount of site preparation for placement of the building. The balance of the payments will involve work to be done after the funding warrant article passes. Terri called the motion, which passed unanimously.

Peter U then spoke about the construction manager (CM) contract. This contract is still being worked on by the town's lawyers and the CM. There are ten pages of points to be clarified before this contract will be approved by the town, but there do not seem to be any problems that cannot be resolved. Peter said that he would be meeting with Trumbull Nelson next week about these issues and that he hoped to have the contract ready for Selectboard action at their December 17 meeting. Jim G suggested waiting for the Selectboard's signing before approving the contract, which was agreed upon without formal vote.

III. Approval/Use of Library by Foundation For Open Houses – Terri White

Terri called upon Mindy Flater to describe the Abbott Library Foundation's plans to publicize the library's funding plans. Mindy explained that the foundation plan included holding open house events at the library on Friday, Saturday, or Sunday of each weekend leading up to the warrant article vote, beginning with one on January 12 to introduce library users to new director Mary Danko. Individuals who would invite people would host subsequent weekend events, but the events would be open to the public as well. These events would be about two hours in duration. Refreshments at these events provided by the hosts would not be elaborate and would not include alcoholic beverages. Mindy provided a five-step planning list that would be given to potential hosts. Anne Nilsen moved, with second by Peter Spanos, to permit the Abbott Library Foundation to use the Abbott Library for a series of Friday, Saturday, or Sunday events beginning January 12, 2013 to introduce potential Foundation donors to the plans for a new Abbott Library, as described by Mindy. The motion passed unanimously.

Mindy described further foundation plans. These include Kearsarge Shopper ads, distribution of labeled book bags and car magnets, two mailings, sandwich-board signs,

radio ads, video postings to be prepared by the Armentrouts, arranging rides to the polls, and encouraging use of absentee ballots. She indicated that expenses would be paid for with funds generated from last fall's One Mile West party, in order to avoid using funds donated and restricted solely to library construction.

IV. Other Business

Terri said that the Sunapee planning board meeting Thursday at 7:15 PM would include a new library schematic design review by Peter Tennant. Peter U, John W, and Mary Danko all plan to attend.

V. Public Comment – None

Adjournment

With motion to adjourn by John Wilson, second by Anne Nilsen, and unanimous approval, the meeting adjourned at 6:02 PM.

Respectfully submitted,

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

James G Gottling, Secretary