

**Abbott Library Board of Trustees Minutes
Town Office Meeting Room – January 17, 2012**

Trustees: Terri Jillson White, Chair; Peter Urbach, Assistant Chair; Tracy Nangeroni, Treasurer; James Gottling, Secretary; Barbara Hollander; Jean Molloy; John Wilson

Alternates: Mary Epremian, Anne Nilsen, Tom Mickle

Director: John Walden

Others: Jean Wilson, Sue Gottling (at 7:45)

Chairs' Opening Remarks – Terri White

Terri W opened the meeting at 6:30 PM

Approval of Minutes – Jim Gottling

December 20, 2011:

Jim G noted a missing semicolon following 'Tom Mickle, Alternate'. Terri W added that the name 'Brenda Minehan' should be 'Brendan Minnehan'. On motion by Barbara H, Tracy N 2nd, these corrections were approved unanimously.

January 11, 2012:

Jim G said that 'Treasurer' following his name should be replaced with 'Secretary'. Terri W said that her name should be spelled 'Terri' in the section listing 'Trustees Present'. On motion by John Wilson, Barbara H 2nd, these corrections were approved unanimously.

Report from the Friends of Abbott Library – Dick Katz

Dick Katz was not present, and had told Terri that he had nothing to report

Director's Report – John Walden

John Walden said that installation of a stainless steel flu liner by Rob Jones will cost \$1,460. Payment for this work can be from the 2011 fund balance that carries over into 2012.

John then spoke about the Abbott Library 2011 statistics, noting...

- Circulation over 60k, a 10% increase over 2010
- 6% of this circulation due to downloadable materials
- 85% of borrowers were Sunapee residents
- 1,524 cardholders used their cards last year
- Most NH libraries have 20% to 30% usage by cardholders; ours is close to 40%

Terri said that John has been working on a one-on-one basis teaching people how to use their recently acquired ebooks. Peter U commented that the bulk of library use is by adults. Barbara H asked about statistics about the after-school children's program. John said he could provide that next month. Terri said that she and John Walden have put the strategic plan for the library on hold until after the election, because of the work load they both have before then and that plans could change depending on the outcome of the election.

Treasurer's Report – Tracy Nangeroni

Tracy N said that two deposits that the town should have paid before the year's end had not been received until January. These deposits were included in the 2011 report to avoid the appearance of a negative balance.

Peter U commented that the New Library Capital Reserve account balance will be \$25,000 higher than indicated in Tracy's report, when Town funding from last year is posted to the account. With that change, the 'TOTAL ASSETS' figure will be \$371,574.89. In March following an affirmative vote, since \$10,000 has already been paid as a refundable deposit, we will need \$289,000 to complete the land purchase for the new library. After the land purchase the account balance will be \$82,574.89.

John Wilson asked about the 8/25/2011 payment of \$25 to the Secretary of State from the Capital Campaign Transaction Report. John thought that the Abbott Library Foundation had already paid that charge. Terri said that there were actually two \$25 charges – one to the Secretary of State for the foundation name registration, the other for the Attorney General's office to set up the foundation.

Chair's Report – Terri White

Terri said that most of her report will come under the NewAbbott Libray portion of the agenda, but she would answer any questions. Peter U asked about the Election 2012 section, wanting to know if Jean M, Tracy N, or Jim G had indicated that they will run. Jean M said she would run. Tracy N said that she plans not to run. Jim G said that he feels more positively now about running but was not ready to make a commitment. Terri urged one of the alternates to run to replace Tracy.

Terri reported that, in addition to the two outreach programs mentioned in her report, she and John Walden had a radio session on WNTK January 17 at 8:40 AM with John Parker. Parker was not in the studio, so the interview was conducted using headphones to interact with him. Terri added that she and John will be repeating this radio interview twice a month until the election.

New Abbott Library

A. Review Draft of 1st Postcard, 2nd Postcard Mailing – Urbach/Gottling:

Terri W said that the postcard should include the campaign statement regarding "Paid for by the Abbott Library Capital Campaign for a New Library, Terri Jillson White - Chair, Board of Trustees" just as will be included on all new Kearsarge Shopper ads. John Wilson said that of 5 different colors the two with greatest impact would be 'hot pink' or 'lime green.' The Board's consensus favored 'lime green.' The post office will mail these cards for \$0.158 per card, so mailing 2200 cards will cost about \$350. Tracy N thought that mailing prices will go up January 22. Concern was expressed that the reference on the cards to the numbering on the Library Articles be correct. The Article numbers at this time are 2 for the bank note and 6 for the Library plan. It was also noted that the land area should be 2.78 acres and the private funds to be raised is \$1,325,000. Anne N commented that the amount of funds already pledged may change, with the amount on the first card and on the second being different. Peter U suggested the wording "... by the time of the vote we expect to have over \$500,000 pledged towards the campaign." Peter U moved, Tracy N 2nd, to mail a second card. This motion passed unanimously. These cards will be mailed February

15 and March 1, and the jobs will need to be submitted to the printer at least seven days in advance of these dates.

B. Non-Respondent/Ski Tow Hill Mailing – Nilsen/Urbach

Peter said that, with Anne N's help, the amount from donors that have not responded has been reduced to about \$14,000. Terri W, with Barbara H's 2nd, moved to have Peter U proceed in the next two weeks to present a request to the Attorney General's office to release these funds to the Capital Campaign account. This motion passed unanimously.

C. Outreach Update – Terri White

- i. Meetings: Terri W commented about the two recent meetings: January 4 with the Sunapee Middle/High School and Elementary teachers and January 10 with the Sunapee Lions Club. Peter U suggested that Terri provide the board with a list of presentations.
- ii. Kearsarge Shopper Ads: Terri reported that one ad has appeared, and she and John Walden are working on subsequent ads. Anne N said that she had a suggestion from one Sunapee resident that the "Vote Yes" in the ad should stand out more.
- iii. Lawn Signs: Jean Molloy said that 20 larger lawn signs (27" x 18") would cost \$348.98. Discussion of the sign wording followed. By consensus, the wording should be "New Abbott Library; Vote Yes; Yes on Article 2; Yes on Article 6" and the wording should be red on a white background. Peter U quoted from the Town's sign ordinance regarding allowable political sign size and duration of placement (from 3 weeks prior to vote.) John Wilson suggested getting 40 yard signs. On motion by Peter U, Barbara H 2nd, Jean M should obtain 40 of the 27" x 18" appropriately worded yard signs. This motion passed unanimously.
- iv. Terri asked the board about writing a 'letter to the editor' of local newspapers. Peter U said that to avoid having negative responses any letter should be sent just before the vote. No action was taken about letter writing.
- v. Terri reported that at both recent outreach meetings there were questions about Article 6 as to whether it involved additional tax funding. Terri asked if we should consider a full-page ad in the Kearsarge Shopper just before the vote. Peter U said that issue would be addressed in both mailings. Anne N said she had prepared a handout describing the two Articles that could be presented to voters as they approach the polls and also at the deliberative session. She added that we would have to find out about the regulations about handouts at the Deliberative Session.

D. 2/7/12 Deliberative Session – John Walden showed the Power Point presentation that will be shown to voters at the Deliberative Session. Peter U suggested placing the slide about Article 6 before the Article 2 slide. There was discussion about having the text for the Article 6 slide clearly express that voting yes for Article 6 would cost the taxpayers nothing.

E. Peter thought that the map showing the site's location should be added. Jim G will provide Walden with that file. Terri asked all to attend the Deliberative Session, to sit together, and to urge supportive friends to attend. Sue Gottling pointed out that amendments can be offered at the Deliberative Session, and we

should have supportive votes there to counter any negative motions and to support approving the Articles.

- F. Election Day – Terri White asked for comments about what we should be doing on Election Day. Anne N plans to provide voters with handouts about our Articles.
- G. Foundation Update – Terri White, commenting about Mindy Flater’s Foundation Report, said that Mindy had spoken to her about having to be more precise about naming opportunities. Peter U said that Mindy could not ask the architect about specifics, since the architect that did our preliminary plans is no longer with SMP Architects. Jean M said that at a recent Foundation meeting she did not know what the naming wall was or how naming opportunities were to be identified. Further discussion led to the conclusion that as the Foundation is working with prospective donors they are the ones that have to deal with the specifics about naming opportunities. Peter U, with Tracy N’s 2nd, moved to delegate that responsibility to the Foundation. This motion passed unanimously.

Old Business - None

Other Business - None

Public Comment - None

Adjournment

On motion by Barbara Hollander, John Wilson 2nd, the meeting adjourned at 8:08 PM

Respectfully submitted,



James G Gottling, Secretary