

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

Trustees: Terri Jillson White, Chair; Peter Urbach, Assistant Chair; John Wilson, Treasurer; James Gottling, Secretary; Barbara Hollander, Jean Molloy, Peter Spanos
Alternates: Xan Gallup, Anne Nilsen and Tom Mickle
Director: John Walden
Others: Mary Epremian, Mindy Flater, Foundation Chair; Sue Gottling, Selectman; Jeanne Wilson, Jim Currier

I. Chairs' Opening Remarks – Terri White

Terri W called the meeting to order at 6:30 PM. She called for consideration of the minutes of March 16, 2012 and March 20, 2012

II. Approval of Minutes – Jim Gottling

Jim G said he had no corrections to the March 16 minutes. There were none from the floor. Barbara H, with John Wilson 2nd, moved to approve the 3/16/2012 minutes. The motion was approved unanimously.

Regarding the draft of the minutes of March 20, 2012, Jim G said that the entries “–NONE” following “VIII. Old Business” and “X. Public Comment” should be deleted, and Terri W said that her name should be spelled as “Terri,” not “Terry” in the fourth from last line on page 2. Barbara H, with 2nd by Peter U, moved to approve the minutes with these corrections. This motion passed unanimously.

Upon arrival of Xan Gallup, Terri welcomed her as a new Alternate.

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

Terri W said that she had an email from Dick Katz saying that he would not be present.

IV. Director's Report – John Walden

Director John Walden described the RTI DiskChek Eco-Smart semi-automatic disc repair machine that he learned about at the recent librarian's conference. At a cost of \$2995, this model is RTI's least expensive model. John showed a stack of about 10 DVDs/CDs that had been returned to the library over a span of about 10 days and reported as defective and needing cleaning. The cleaning machine the library uses is about 6 years old, and it now damages disks. The old machine could be traded in. Even with trained operators, this old machine often damages defective disks beyond repair. John said that he has good reports about the DiskChek machine from the Derry Library and another local library. John said that the operating supply cost would be about 20¢ per disk, although the device would be sold with supplies to clean 400 disks – about a year's supply. John said that the machine could be used to service a library patron's own disk at a modest charge. Peter U suggested having a patron sign a release in case their disk could not be repaired. Peter U moved, with Jim G's 2nd, to authorize John to purchase a DiskCheck Eco-Smart disk cleaning machine using funds from the Trust and Fines account, as suggested by John Walden. This motion passed unanimously.

John described Library Idea's Freading E-Books system, which would make new books available through the library to patrons. The cost to the library would be \$2 for new books and 50¢ for old books. These books would be loaned for a period of two weeks, with extension of one week possible at a cost of 50¢ for new books and no charge

for old books. Distribution of E-Books would be through a 50¢ token system, with each patron electronically allotted 5 tokens per week. The library can set a maximum number of tokens to allot to a patron each week. With this system multiple access of an eBook is possible. These books are distributed in the Adobe eBook format. Jim G commented that a few months ago he found that the Adobe eBook format was incompatible with Intel version Macs and he wondered if that situation had changed. Walden did not know. John said that he planned to start using this system on a trial basis soon, with its expense charged to the new book budget. He added that some publishers have been withdrawing support for free eBooks for library systems, so in the future this distribution model for libraries may be the only alternative. Peter U asked how John plans to publicize this opportunity. John indicated the usual suspects – radio spots, Kearsarge Shopper, schools, at the library, word of mouth, and the library website.

Walden spoke about the *Boopsie* software system that would make library web content available to patrons through their own mobile or tablet devices. Cost of this system would be \$2000 per year, with future updates accommodating new device developments. John said that he would ask the Friends of the Abbott Library to donate funds for the first two years operation, and then integrate the cost into the operating budget if the system proves successful.

Terri said that she was pleased to see the 29% increased library usage by children as compared to last year.

V. Treasurer's Report – John Wilson

John Wilson said that he, Walden, and Tom M got together a couple weeks ago to plan better presentation of financial reports. They concluded that a report consisting of a balance sheet, followed by a budget sheet showing expenses, and finally a page reporting the Capital Campaign accounts would supply what is needed.

John asked for authorization to combine two of the three Capital Campaign checking accounts (201 and 202) into one to simplify the accounting. Anne Nilsen had asked not to include the third, refund account, since these funds are restricted. Wilson also noted that in the future item 300 – *New Library Capital Reserve* would not be included, as it is a Town asset, not a library one. Peter U objected to excluding these funds from the report, suggesting that fund could be listed separately from the other assets. It was noted that asset has been reduced to about \$10k, by transfer of \$125k for purchase of the land. Terri moved, with Barbara H's 2nd, to combine accounts 201 and 202 into one account. This motion passed unanimously.

Peter U asked about the over-budget amount of \$5,048.22 in Item 802-A - Books. Walden explained that was due to funds from the Town having arrived late after the close of the 2011 books, but he said he was not sure whether that had been properly interpreted, and he will report back next month on this item.

VI. Chair's Report – Terri White

- A. Alternates: Terri mentioned that Tom Mickle and Anne Nilsen's appointment as Alternates will end in May. They are willing to continue as Alternates and have submitted their application forms. Terri moved, with 2nd by Peter U, that Anne and Tom be recommended to the Selectman to approve as Alternates for the next year. This motion passed unanimously.
- B. Director's Review: Terri reviewed the procedure for annual review of the Director.

- C. Land/Site Tour: At last week's Foundation meeting there was a suggestion to hold a tour of the new library site in conjunction with the July 14 Trustees' book sale and Friends' pancake breakfast, with the layout of the proposed building staked out. Terri suggested that a 'Use of Facilities' form should be filed with the Town for this event. Peter U objected, arguing that would set a bad precedent; The Library Director should be the person responsible to authorize library events. Tom Mickle expressed concern about the ground on the site being uneven and having some holes. Walden said that he plans to contact Tony Bergeron to get the site's grass cut and holes filled. Jean Molloy made a motion, with 2nd by Barbara H, to hold a tour event on the new library site on July 14. The motion passed unanimously. It was suggested that people attending the event should park at the Safety Services Building and walk to the site. Promotion of the tour, book sale, and pancake breakfast would be done in conjunction with the Friends of the Abbott Library. The book sale will run from 8:00 AM to 1:00 PM, the pancake breakfast from 7:00 AM to 11:00, and the site tour from 8:00 AM to 2:00 PM.
- D. Terri W said that the joint meeting of the Foundation Board, the Foundation Advisory Committee, and the Board of Trustees will be held on June 13 at 5:00 PM at the Safety Services Building. This will be a public meeting as more than three Trustees will likely be in attendance. Peter U suggested scheduling some time during this event to allow these three groups to socialize.

VII. Book Sale

John Wilson will be heading the library book sale, with the help of Peter Spanos. Wilson has a list of past volunteers he will call upon for assistance. John Walden said that the library would be placing some old books in the sale this year. Tom M asked about book donations. Wilson said book donations would be accepted, and he has plans for their storage until the sale event.

VIII. New Abbott Library

- A. Land Purchase Update: Peter U reported that the plans for closing on the land are moving along well. The seller (Bank) is doing most of the work, as they are the ones that prepare the deed. The condo association documents covered our land, so a condo attorney redrafted those documents. The condo association has signed off on their new documents, so there is no encumbrance of the land by the condo association. Back in December the bank obtained approval from the Planning Board to subdivide the property, contingent upon the Bank supplying a Mylar overlay showing how the pieces of land fit together. This Mylar overlay has just been finished and will be presented to the Planning Board on Thursday. The Bank's attorneys are drafting the deed, which will include several easements of right-of-way. Terri reminded the Trustees of the approval last fall to obtain Title Insurance. She called for a motion to approve total expenses of \$400 (\$350 for closing and \$50 for recording.) John Wilson moved to authorize this expenditure, with 2nd by Peter Spanos. This motion passed unanimously. Terri asked the Trustees to authorize herself, Peter U, and John Wilson to spend funds if any other unforeseen items come up regarding the closing. Peter U moved, with Jim G's 2nd, to authorize these three to expend funds on unforeseen items up to \$1000 at closing from the Capital Campaign, subsequently reporting any such expenditure. The motion passed unanimously.

- B. Cy Pres Petition (pronounced see pray): Peter U said that on January 17 he had received Trustees' authority to go to the Attorney General's office regarding the non-respondent Ski Tow Hill donors funds, but had not gotten authority to go to court regarding these funds. Terri moved, with 2nd by Barbara H, to authorize Peter to take the issue of the release of these funds to the court. This motion passed unanimously. Peter U sent the papers to Terry Knowles, she approved of these by email, Peter has to send the papers to her, and she has to sign a form indicating to the court her endorsement of the submission. Finally, Peter has to submit the papers to the Sullivan County Probate Court, along with a \$210 filing fee. Peter asked for authorization to spend \$210 to pay this fee using funds from the Capital Campaign account. Terri moved, with 2nd by Barbara H, to authorize this request. This motion passed unanimously.
- C. Review of Building Project Options: Peter U expressed concern about how to proceed with planning the construction of a new library when the funding goals have been met. After discussion of the situation, it was decided to hold an informational session, where area building construction management concerns, local builders, and others having building construction knowledge could advise us on how to proceed with the library's construction.
- D. Promotion/Advertising: Jean M suggested placing a \$100 ad in the Summer Recreation Newsletter. John Walden said he had a small advertising line that could be used for this purpose. John Wilson, with Peter S' 2nd, moved to proceed to place a \$100 Library ad in the Summer Recreation Newsletter. The motion passed unanimously. Jean was urged to be sure that the Library Site Tour was included in the events listed in that Newsletter.
- Mindy Flater suggested placing ads quoting well-known town people such as Tony Bergeron "Reading takes you places!" Dave Cahill "Reading serves you well!" or Dan Ruggles "Reading fires you up!"
- Terri said that she and Walden would continue to make radio appearances.
- Walden said that he plans to promote the library in the Kearsarge Shopper and radio spots, asking for funding from the Friends.
- E. Foundation Update: Mindy Flater reported that the Foundation has received just under \$1200 from donors in memory of Jason Montambeault, and at their last meeting agreed to offer the Montambeault family an opportunity to name something in the new library after Jason.

IX. Old Business – None

X. Other Business

There was discussion of fundraising priorities that concluding by not changing the current Foundation's priorities.

XI. Public Comment – None

XII. Adjournment

Peter S moved to adjourn. On 2nd by Barbara H, the motion passed unanimously.
Respectfully submitted,



James G Gottling, Secretary