

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

**Trustees present:** Terri Jillson White, Chair; Peter Urbach, Assistant Chair; John Wilson, Treasurer; Barbara Hollander.

**Trustees absent:** James Gottling, Secretary; Jean Molloy; Peter Spanos (All excused absences.)

**Alternates present:** Tom Mickle; Xan Gallup; Anne Nilsen

**Others present:** Mary Epreman; Dave Robinson

**Chair's Opening Remarks**

Terri White opened the meeting at 6:30 pm. Terri announced that Tom Mickle is sitting in for Pete Spanos, Xan Gallup for Jean Molloy and Anne Nilsen for Jim Gottling.

**Approval of Minutes**

June 13, 2012 minutes – Corrections offered by Terri: at the beginning of page 1- Jean Molloy should be listed as a member of the Foundation Board rather than the Foundation Advisory Board; under Chair's Opening Remarks in the first sentence - the word "joint" should precede "Foundation Board" and "/Trustees" should follow "Foundation Board" and the words "just adjourned" should be deleted; under Abbott Library Trustees Update/New Abbott Library: in the 5<sup>th</sup> bullet – insert "based on the town vote," after "follow through with the purchase"; in the 6<sup>th</sup> bullet – insert "to" before "re-secure"; on page 2 under Fast Facts about the Need for a New Abbott Library, in Terri's response to Jerry Karr's question – delete "the selectmen were told" and change "would" to "will". Barbara H moved to approve the minutes as amended, John Wilson seconded. The motion passed 6-0 with one abstention (Tom abstained since he was not present at the June 13<sup>th</sup> meeting).

June 19, 2012 minutes – no corrections. Xan G moved to approve the minutes as submitted, Barbara H seconded. The motion passed 6-0 with one abstention (Tom abstained since he was not present at the June 19<sup>th</sup> meeting).

**Friends of Abbott Library Report**

Dick Katz reported that the Pancake Breakfast was a great success and he thanked co-chairs Mindy Flater and Kaitlin Molloy, pancake-flipper John Walden and the many other volunteers who helped. The Friends autumn general meeting will take place on Wednesday, September 12<sup>th</sup> at 7 pm at the Methodist church. The guest speaker is Steve Taylor and his topic is the one-room schoolhouses in New Hampshire.

**Director's Report**

Release of the library's mobile app (Boopsie) is delayed slightly because OverDrive had given us some incorrect information. The app developer is waiting for OverDrive to submit the correct information before they can complete the app. It then needs to be approved by Android and Apple. It should be in the market shortly after approval. John Walden hopes to demonstrate it at next month's Trustees' meeting.

July has been very busy at the library.

**Treasurer's Report**

The library is over budget for the first half of the year due to the purchase of the disc cleaning machine (\$2995 which was an unbudgeted expense) and the purchase of books with money the town was late in sending to the library (money accounted for in the 2011 budget which was not deposited by the town until January 2012).

## **Chair's Report**

July 14<sup>th</sup> tour of new library site – number of visits was somewhat disappointing; about 6 people came to tour the site; those who came were all very supportive of the project. Terri thanked the members of the Gallup family for all their help which included mowing the site, placing stakes to outline the building and helping staff the site for the day.

July 14<sup>th</sup> book sale – Terri thanked John Wilson and Peter Spanos for co-chairing and said the book sale was well organized and well run.

Legal services bill for purchase of the Sunapee Center land – the town sent the Board a bill specifying the library's portion as \$1309. Peter U identified 3 items that he believes the library should not be responsible for: item dated 5/22/12; item dated 5/24/12; item dated 5/30/12. Peter U made a motion to approve the bill subject to further discussion with Donna to make sure the allocation for the items in question is correct. Xan G seconded. The motion passed. Terri will speak with Donna to sort out the necessary changes.

Terri W and John Walden will work on the Strategic Plan over the next month.

## **Book Sale Update**

John Wilson reported the proceeds from the book sale totaled \$1,937.16 which was somewhat less than the last couple of years. He noted that two of the book dealers who made large purchases last year did not come this year. Pete S spoke with the custodian at the gym and it was agreed the unsold books could be stored in the lobby of the gym for a while. Got Books will come on July 24<sup>th</sup> to get them. John thanked the many volunteers who helped. Terri sent a thank you note to Dr. Minnihan for the use of the gym and the help of the custodial staff.

## **New Abbott Library**

- A. Cy Pres Petition – Terri has sent two emails to Terry Knowles at the Attorney General's office to check on the status but has not heard back yet. Terri White will continue to follow up on this.
- B. Foundation Update – Terri presented the following information which she received from Mindy:
  - Members of the advisory committee and Library Trustees are assisting with identification of interested persons and in some cases making initial contact.
  - We are still focused on speaking to potential donors on a one-on-one basis.
  - John Walden is organizing the effort to identify and approach local donor-directed foundations in the area.
  - Moving forward, John Wilson, treasurer of both the Foundation and the Trustees, will be prepared to give a report of the pledge and cash-on-hand total.
  - There will be a fundraising dinner and silent auction at One Mile West on August 20<sup>th</sup>. Jean Molloy is the primary contact for this event. There will be two seatings, one at 5:30 p.m. and one at 7:30 p.m. Each seating can accommodate 100 people and tickets will be sold in advance at the library and by foundation and advisory committee members.
- C. Request For Proposals Update –

Peter U presented the results of the work that he and John Wilson have done since last meeting. Peter presented a draft of a Request for Qualifications document which the Board can use to obtain information from potential bidders (Construction Management firms). Peter and John recommend using the Qualification-Based Selection Process. Peter discussed this with Donna Nashawaty and she agrees. Donna expressed an interest in participating with the Trustees in the interview process when the time comes. The Board will select 3 – 5 firms to interview and after the interviews will decide which firm to hire.

Peter U moved to use the Qualification-Based Selection Process as the means of hiring a construction manager and an architect; Terri W seconded. The motion passed unanimously.

Barbara H moved to establish a building committee; Xan G seconded. The motion passed unanimously.

Barbara H moved to appoint Peter Urbach, John Wilson and Xan Gallup to the building committee; Anne N seconded. The motion passed unanimously.

John Wilson moved to add Donna Nashawaty as a non-voting participant in the interview process; Tom Mickle seconded. The motion passed unanimously.

Peter U stated we will rely on the Dodge Report (an industry publication) to get the word out to Construction Management firms that we are seeking applicants.

After a Construction Manager is chosen, a similar process will be needed to obtain the architect/engineer. Peter U will start working on this.

- D. Library Building Update – There was general discussion about the current Abbott Library building, including the fact that in 2007 the town voted not to sell the building. The Board reiterated its position that the future disposition of the current Abbott Library building is in the purview of the Board of Selectmen.

**Old Business** – none.

**Public Comment** – none.

Barbara H moved to adjourn; John Wilson seconded. Motion passed unanimously. Meeting was adjourned at 7:39 p.m.

Respectfully submitted,

Anne Nilsen  
Alternate Trustee