

Abbott Library Board of Trustees Minutes
Town Office Meeting Room – August 20, 2012
Draft

Trustees: Terri Jillson White, Chair; Peter Urbach, Assistant Chair; John Wilson, Treasurer; James Gottling, Secretary; Barbara Hollander; Jean Molloy; Peter Spanos
Alternates: Xan Gallup, and Anne Nilsen
Director: John Walden
Others: Sue Gottling, Selectman; Jeanne Wilson

Chairs' Opening Remarks – Terri White

Terri called the meeting to order at 6:30 PM. With no opening remarks, she called for approval of the minutes of the July 17 meeting.

Approval of Minutes – Jim Gottling

Jim G asked for corrections or additions to the July 17, 2012 minutes prepared by Anne Nilsen. Anne N thought that 'Board' in the next to last line of page 2 should be replaced by 'Building Committee,' but Peter U said that 'Board' was correct. On motion by Barbara H, with second by Jean M, the minutes of the July 17, 2012 meeting were unanimously approved, with abstention by Peter Spanos.

Report from the Friends of Abbott Library – Dick Katz was not present.

Director's Report – John Walden

- A. Boopsie App Demonstration – John Walden provided a demonstration of the Boopsie app, using Sue Gottling's iPad, projecting its screen image so that all could see the application's interface. This app, capable of running on a variety of tablets and smart phones, includes the menu items Catalog, Account, Library Locator, Book Look, eBooks & eAudiobooks, Ask Us, Events, Facebook, and Twitter. Other features will become available in the future. Walden noted that the Boopsie search engine is more effective than the one used by the library's own system and that the app will be available as a free download from Apple's iTunes App Store, the Google Play Store, the Amazon App Store, and by links from the library's website. In response to a question from Terri W, Walden said that statistics about use of the app would become available after the first month's usage. The library's use of this app currently is supported with funds from the Friends of the Abbott Library.
- B. Strategic Plan Update – Walden commented about his proposed Strategic Plan for 2012 to 2013. He noted particularly a wish to work with Twitter being used by other state libraries, wanting to interact with Mt. Royal Academy teachers and students, and to begin providing 3-hour library service on Sunday afternoons as a 3-month trial beginning January 2013. Barbara H, with second by Peter S, moved to adopt the proposed Strategic Plan. This motion passed unanimously.

Treasurer's Report – John Wilson

John Wilson pointed out that item 231 – Retirement Contribution is \$4264.61 under budget. Walden said that the Town payroll is behind in this transfer and he will check to make sure that item gets caught up.

Wilson noted that item 204 involving a \$50,060.98 capital campaign CD is due for renewal on September 6. The bank told him they would allow a one-time withdrawal of

any or all of these funds, and he recommended renewing this CD. On motion by Barbara H, with second by Jean M, the renewal for 6 months was unanimously approved.

Wilson reported that the Foundation has \$122,086.95 cash on hand and the total of pledges and donations to date is \$646,454.

Peter U asked about Foundation funds in the pipeline. Jean M said that about \$6000 was made on the One Mile West dinner.

Peter U asked about item 750 – Furniture and Fixtures. Walden said that item mostly involved the purchase of the disk repair machine.

Chair's Report – Terri White

Terri postponed her comments until the New Abbott Library discussion.

Book Sale Update – John Wilson

Wilson reported total cash receipts of \$1,937.16 from the book sale. Cost of an ad for the sale was \$88.70, so the net on the book sale was \$1848.46. This amount is about \$400 less than last year, which can be attributed to the poor economy.

New Abbott Library

A. Cy Pres Petition – Despite repeated efforts, Terri has not heard back from Terry Knowles about the final approval, although the petition has been submitted to the court. Knowles told Terry that further review by the Director of Charitable Trusts was necessary. As far as Terri can tell, there is no problem with our submission, but the AG office is not being very responsive. Terri will continue to follow up.

B. Request for Qualifications Solicitations – Peter U reported that the first request for qualifications for construction managers was due Aug 10. There were 10 respondents; the building committee narrowed that group down to 4. The second request for architects was due August 17. There were 9 respondents in that group, and the building committee will meet tomorrow night to reduce that group to 3 to 5 respondents. To avoid difficulty arranging these interviews, the building committee recommends that their committee conduct the interviews, with any Trustees that wish to and can attend being included as participants with voting rights. A quorum of the Trustees would not be required. Donna Nashawaty would also be invited to be involved in the interviews. On motion by Peter U, second by Terri W, it was unanimously agreed to authorize the building committee to conduct the interviews, along with any Trustees who might attend along with Donna Nashawaty.

After further discussion, it was agreed to hold the construction manager interviews in one session on Wednesday, August 29. Each interview would be 30 minutes in duration with 10-minute breaks between successive interviews, starting at 6:00 PM (6:00, 6:40, 7:20, and 8:00 PM). The interviews would take place at the Safety Services Building conference room, if available. Discussion about the construction manager interviews would be postponed until all interviews are complete and decision made then to select a construction manager or narrow the choice to just two at that time. The architect interviews would be held on September 5, also following the same 30-minute interview with 10-minute break, then followed by discussion of the choice of architect. On motion by Jim G, with second by Jean M, the above procedure and proposed times and dates were approved by unanimous vote.

C. Foundation Update – Terri referred to Mindy's written report. Jean M said that there were 162 tickets sold for the One Mile West dinner. The silent auction raised \$4100.

There were a few individual donations. The total raised was \$5688 less some expenses. Jean thanked Walden and Mindy for their help. Walden commented about meeting a woman at the dinner from New Canaan, CT, a summer resident at Granliden, who gave him tips on fund raising and a lead on a potential donor. Terri commented about the invaluable help Megan Reed has provided the Foundation.

- D. Mailing – Terri opened discussion about starting work on a mailing to Town voters, possibly in late September or October, regarding the progress made on the new library plans. Peter U said that the key question is what the content would be; there are questions that have not been answered. These include ‘will there be a warrant article?’, ‘How much will the warrant article be for?’, ‘Have we sufficient funds to begin?’ Peter U thought we should know the answers to such questions to produce an effective mailing. Wilson expressed that we should have suggestions from the architect about the new building’s appearance before proceeding. Peter U commented about opening the design’s appearance to public comment. Sue Gottling noted that any mailing before November 11 would encounter competition from political mailings. Xan G added that we should prepare material for a mailing during this period and be ready to send it out after the political mailings are over. She thought that public comments should be sought, perhaps through the library’s Twitter account. Jean M suggested updating the library web site in the meantime. Peter U suggested placing a few bullet points at the start of the web site information about the new library. Terri and Walden will work on that. Anne Nilsen suggested doing the mailing to the same list as used by the Friends. Terri asked about having a public session to obtain public comment about the building’s design appearance. In a closing comment, Terri said that the design appearance of the building should not change drastically from its appearance as presented to the voter’s last March; the message to the voters should not change.

Old Business – None

Other Business –None

Public Comment – None

Adjournment

On motion by Barbara H, second by John Wilson, the meeting adjourned at 7:57 PM with a unanimous vote of approval.

Respectfully submitted,



James G Gottling, Secretary