

Abbott Library Board of Trustees Minutes
Town Hall Meeting Room – October 16, 2012
Approved

Trustees: Terri Jillson White, Chair; Peter Urbach, Assistant Chair; John Wilson, Treasurer; James Gottling, Secretary; Barbara Hollander; Jean Molloy; Peter Spanos
Alternates: Anne Nilsen, and Tom Mickle
Alternates Absent: Xan Gallup
Others: Sue Gottling, Selectman; Bill Hollander; Mary Epremian; Dick Katz; Jeanne Wilson, Larry Uford, Todd Thompson, and Peter Tennant

I. Chairs' Opening Remarks – Terri White

Terri called the meeting to order at 6:30 PM and commented that as all trustees were present no appointment of alternates was necessary. She asked Peter Urbach to introduce the construction manager and architect representatives.

II. New Abbott Library Presentation – Peter Tennant

Peter Urbach introduced Larry Uford and Todd Thompson of Trumbull-Nelson and the architect, Peter Tennant of Tennant/Wallace. Peter Tennant presented the following details about his preliminary plan for the new library project (See attached graphics showing the proposed site placement, floor plan, and exterior rendering, as shown at the meeting) ...

1. New placement

- Driveway is a straight extension of the road to the east of Sunapee Center
- Same footprint
- Emergency vehicle access with no sharp curves
- Thirty-space parking in phase 1
- Room for community wing addition
- Forty-space parking in phase 2
- Better view of mountain

2. Modified Floor Plan

- Good view from circulation desk
- High-density stacks 78" High
- South side stacks 66" high
- Southeast stacks 54" high
- Children's area stacks 44" high
- Bow window
- Same number of books

1. No stacks on exterior walls

3. Exterior Rendering

- Same footprint, 68' x 136'
- Traditional one story, not clearstory
- Traditional shape
- Use of roof overhang for shade
- Looks like a one-story building
- Glass dormers provide light

Jean Malloy asked about seating in the new layout compared to the SMP plan. Tennant, counting the number, said that both had about 50 seats. Jim G asked about attachment of a meeting room addition. Tennant said that the storage room on the side would be opened up for an entrance. Anne N asked about future library expansion, and Tennant said there was plenty of room towards the wetlands. Anne N and Terri both asked about computer stations. Tennant counted 14 stations, but added that using laptops would be a better idea. Terri wanted to know if an adjustable sound absorbing wall could be provided to isolate a children's meeting from the rest of the library. Tennant suggested that accepting a bit of noise might be necessary. Anne N asked about the staff work area; Tennant said that area would be behind the circulation desk. Responding to Mary E's question about a teen area, Tennant said that area would also be near the circulation desk. Several questions were posed about the roof structure. Tennant said it was not clear yet whether the roof supporting structure would be wood or steel. The height of the main floor would be 10' to 12' with several feet above that to allow for duct work. Larry Uford said that focusing on the site plan and its cost is the single, biggest concern at this time. Choice of the type of heating fuel remains to be considered.

Mickle, Wilson, Molloy, Mary Epreman, and Peter Spanos expressed positive comments about the site, floor plan, and exterior appearance.

III. Approval of Minutes – Jim Gottling

A. September 18, 2012 – Peter U suggested inserting “fee from their 2011 contract” after “but, SMP’s” and before “was \$120,000” in the second paragraph of Section VII, Section C. Jim G added that “TW” in that line should be “T-W.” Barbara Hollander moved, with second by Wilson, to approve the September 18, 2012 minutes as amended. The motion passed unanimously.

B. October 1, 2012 – With no changes suggested, Gottling moved, with second by Spanos, to approve the minutes prepared by Anne Nilsen. This motion passed unanimously.

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

Dick Katz said that the Friends were gratified to have found an appropriate memento for John Walden, which is an 8” New Hampshire shaped clock with brass plate inscription about his dedication and service to the Abbott Library.

V. Treasurer's Report – John Wilson

Responding to a question from Jim G, Wilson said that the payroll amounts are less than budget because of timing and not having Walden on the payroll. Peter U noted that the Furniture and Fixtures item (No. 750) was high because of the disk cleaning machine expense, which was paid for by the Friends. Urbach asked where the offsetting income from the Friends appears. Wilson said that income is within the Foundation and Trust Grants, item 43330.

Wilson commented that the 2013 budget, as distributed by Terri for this meeting had an error. The ‘Total Non Salary Exp. Amount’ \$76,875 was too low. The correct amount of this item is now \$79,010, as shown in the 2013 budget version distributed by Wilson at the meeting. Wilson presented and justified a list of five proposed revisions to the previously distributed 2013 budget. A sixth change regarding Item 640 was suggested by Terri. John W thought that \$400 might be enough for this item; Anne N noted that the 2012 amount for this item is already over \$400, so Wilson agreed to make this item \$500.

With these changes, the ‘Total Non Salary Expense’ reduces from \$79,010 to \$77,650. The increase, originally amounting to 4.3% more than the 2012 budget amount, now would be a 2.5% increase.

AC #	Name	2013 Proposed	Modification	Savings
342A	Computer Support/Hardware	1,000	960	40
410	Electricity	4,170	3,950	220
540	Training/Meetings	800	500	300
560	Memberships	750	600	150
640	Bld. Custodial Supplies	650	500	150
802C	Non-Print	7,000	6,500	500
	Total Non Salary Exp.	79,010	77,650	1,360

Peter Urbach moved, with second by Barbara Hollander, to approve the 2013 budget as presented at this meeting with the above modifications. The motion passed unanimously.

VI. Chair’s Report – Terri Jillson White

- A. Discontinue/Abolish Library Building Committee – Terri moved, second by Barbara H, to abolish the Building Committee. The motion passed unanimously. Terri then moved, second by Peter U, to have Peter Urbach and John Wilson act as liaison with the construction manager and architect team. The motion passed unanimously.
- B. Discontinue/Abolish Director Search Committee – Terri suggested continuing the existence of the Director Search Committee until at least next month, pending an offer and its acceptance by a new director.

Terri noted that the November meeting had been inconveniently scheduled close to Thanksgiving. Hearing no objection, Terri changed the meeting date to Tuesday, November 13, perhaps to be held at the library.

VII. New Abbott Library

- A. Cy Pres Petition Update – Terri reported that she had sent an email to the AG office but had not had a response. The next step is to contact the AG office by phone. John Wilson wanted to know what money couldn’t be spent. Terri and Urbach both said that \$15,000 of the \$68,978 of the ‘Total Checking/Savings’ in the ‘Capital Campaign Balance Sheet’ is involved.
- B. Foundation Update – Terri commented about her written report. Peter Urbach opened a discussion about the status of the Foundation’s progress on donations, now at about \$700,000, with a goal of \$1.3M. Will this amount affect the success of the March 2013 warrant article? Comments focused on needing a reliable construction cost estimate and the need to develop a strategy for the warrant article.

VIII. Old Business – None

IX. Other Business – None

X. Public Comment – None

XI. Adjourn to Nonpublic Session

Terri asked the alternates to stay for the nonpublic session and commented about withdrawal of the applications of Lynne Baldwin and Sarah Potwin. Then, Terri moved, with second by John Wilson, to enter nonpublic session based on RSA 91-A:3 II [a], [b], and [c] regarding selection of a new library director. With affirmative roll-call votes by all Trustees, Tom Mickle acting for Barbara Hollander, the meeting became a nonpublic session at 8:30 PM.

The meeting returned from the nonpublic session at 8:54 PM, with the minutes of the nonpublic session having been sealed. During the nonpublic session, Terri Jillson White was authorized to offer the position of Director of the Abbott Library to Mary Danko. Also, Terri had been authorized to negotiate an appropriate salary within the range of the advertised amount. There was discussion about what to do if Mary Danko did not accept the offer. Peter U, Jim G, and Peter S all thought that issue should not be considered at this time.

XII. Adjournment

Peter Urbach, second by Tom Mickle, moved to adjourn. On unanimous vote, the meeting adjourned at 8:55 PM.

Respectfully submitted,



James G Gottling, Secretary

Attachment: Tennant/Wallace Architects Drawings