

Abbott Library Trustees Minutes

April 19, 2011 Meeting

Members present: Chair Terri White, Assistant Chair Peter Urbach, Treasurer Tracy Nangeroni, John Wilson, Jean Molloy, Barbara Hollander, Director John Walden. Alternates: Mary Epreman, Anne Nilsen.

Other Attendees: Jeff Bushey, Tom Mickle, Dick Katz, Jim Gottling, Sue Gottling, Jean Wilson, Katie Richardson, Donna Gazelle, Sally Southard.

Chair's Opening Remarks:

- Barbara H, who gave it a valiant effort to take our minutes, has decided to step down as Secretary. Until we act on that officially, Anne Nilsen will be taking the minutes.

Minutes of prior meetings:

- Minutes of March 15, 2011: Motion by Terri W to accept the amended version of the minutes; second by Barbara H; motion approved unanimously.
- Minutes of April 5, 2011: Deferred to next meeting.

Report from the Friends of Abbott Library: Dick Katz reported that the Friends approved spending \$7300 for library program support, technology and subscriptions. Plant sale is May 14th. Pancake breakfast is July 9th. The spring general meeting is on Monday June 6th at 7:30 pm at the Methodist Church. Speaker is author Mike Tougias who will speak about rescues at sea and survival in difficult situations.

Director's Report:

- Landscaping project on hold from last year: new proposal from Leavitt Landscaping to remove 4 shrubs from in front of the library without the use of machinery and install a 12 x 8 hard surface patio for \$2424. Goal is to provide a seating area on the patio for wireless users. John Walden suggested this would also be a good place to put the memorial for Pat Hand that the Trustees had discussed several months ago (perhaps a planter or bench or bird bath). Motion by John Wilson to expend \$2424 from the Trusts and Fines account to do this landscaping; second by Barbara H; motion approved unanimously.
- Safety Services Building (SSB) Storage Space: the library's storage shelves at the Safety Services Building are full. Chief Cahill spoke to John Walden and offered additional space if the library would split the cost of finishing the space with the Police Department. Library share would be \$1300. Motion by Tracy N to expend \$1300 from the Trusts and Fines account to finish the additional storage space at the SSB; second by Jean M; motion approved unanimously.
- There will be a memorial service for Pat Hand on Saturday May 14th at 10 am at the Old Main Street Cemetery in New London.
- See attached Director's Report.

Treasurer's Report:

- Budget looks fine. All accounts are reconciled.
- Capital Campaign: no new donations or refunds.
- See attached Treasurer's Report.

Chair's Report:

- Vacant Trustee position: The Board received Jim Gottling's application. Motion by Terri W to recommend to the Selectboard that Jim G be appointed to fill Faith Reney's unexpired term; second by Peter U; motion approved unanimously.

- Alternate Trustee position: The Board received Anne Nilsen's application for renewal. Motion by Terri W to recommend to the Selectboard that Anne N be reappointed as an Alternate Trustee; second by Barbara H; motion approved unanimously.
- Bylaw Revision: Donna Nashawaty and the town auditors had mentioned that it is not a good idea for the Director to have check signing authority. Terri W presented a proposed revision to the bylaws to remove this authority from the Director and give it instead to the Assistant Chair. Terri's revision also included a rewrite of the Secretary section to clarify how the minutes are handled. Motion by Peter U to amend the bylaws as proposed; second by Barbara H; motion approved unanimously.
- Campaign Funds Update – \$83,000 held in escrow: Peter U reported on an email exchange he had had with Terry Knowles of the Attorney General's office in July 2007 (after letters had been sent to donors asking if they wanted their money returned to them). Terry Knowles wrote instructions on what to do to gain access to the escrow funds. We now need to share these instructions with the town attorney and Donna Nashawaty so that the town attorney can meet with Terry Knowles to draft the necessary documents. Peter U will follow up on this.
- New Library Promotion on website: John Walden posted an announcement on the library website about the planning process for the new library. A comment section is included where the public can make comments. Terri W suggested that she and John Walden update the information after Board meetings. The Board agreed.
- Director's review: Terri W would like to simplify the process and has outlined her proposal in her Chair's Report. The Board agreed to her proposal.
- Selectboard Meeting April 25th: Terri W is on their agenda; she will update them on where we are in the planning process for the new library.
- See attached Chair's Report.

New Library Discussion:

- ❖ Meeting with Claremont Savings Bank (CSB): Jean M and Peter U reported on further negotiations with Mr. Moody at CSB:
 - We agreed to name a room or area of the new library for the bank and he agreed to a price of \$299,000.
 - CSB might be willing to bid on the loan based on our specifications.
 - CSB is willing to go to the Planning Board to have the condo designation removed.
 - CSB is preparing the Purchase and Sales agreement and we should receive it soon.
- ❖ Bank Loan: Peter U reported that he discussed rates and terms for a \$1 million loan with Lake Sunapee Bank, Sugar River Savings Bank and Northway Bank in Plymouth as well as Claremont Savings Bank. Indications are we should have no trouble getting a 20 year fixed rate loan at a reasonable rate.
- ❖ Meeting with SMP architects: John Wilson reported on further negotiations with SMP. Chris Lizotte agreed to do the next step in about half the time he originally estimated at no change in price. His original time estimate was about 2 1/2 months. John mentioned that modular construction is being considered. Chris will do his design with that in mind.
- ❖ Meeting with Sunapee Lions Club: John Wilson reported. The Lions Club is in the early stages of planning to build a community center. They approached the Trustees to explore combining their project with the new library project. Motion by Peter U to endorse the idea of working with the Lions Club to put a community center on the site or in the building where the library is going; second by Barbara H; motion approved unanimously. John Wilson will head a committee to meet with the Lions Club; Peter U will be a member.
- ❖ The Trustees discussed moving forward with the next architectural step. It was decided to go ahead since we now have a hand shake agreement with CSB on the purchase of the land. Motion by Jean M to enter into the proposed agreement with SMP Architecture to do the schematic design; second by John Wilson; motion approved unanimously. See attached SMP proposal.

- ❖ Voter Survey: Peter U presented a first draft of the survey we hope to send out in early summer. Preliminary discussion was held. We will discuss it further at the next meeting.
- ❖ Funding: Peter U presented one possible approach to fund the \$2.5 million library:
 - On Hand: \$400,000
 - Bank Loan: \$1,000,000
 - Pre campaign fund raising: \$500,000 (possibly \$100,000 of that from the Friends)
 - Regular campaign fund raising: \$600,000The taxpayer who lives in a \$300,000 house would pay about \$20 per year for 20 years to pay off the \$1,000,000 loan.
- ❖ New Capital Campaign: Peter U brought up the fact that we need to consider what entity should accept the donations. A non-profit entity might be the best option. It is probably best to set this up right from the beginning of the campaign. It could be a new foundation or possibly the Friends of Abbott Library. Dick Katz said he will call a special meeting of the Friends Board to consider this. Terri W will follow up with Kilton Library to get information about how they handled their Capital Campaign.

Next meeting Tuesday May 3, 2011 at 6:30 pm at Town Hall.

Motion to adjourn by Barbara H; second by John Wilson; motion approved unanimously.

Meeting adjourned at 8:05 pm.

Respectfully submitted,

Anne Nilsen
Alternate Trustee