

## Abbott Library Board of Trustees Minutes

May 17, 2011 Meeting

**Members present:** Chair Terri White, Assistant Chair Peter Urbach, John Wilson, Jean Molloy, Barbara Hollander, James Gottling, Director John Walden. Alternates: Anne Nilsen substituting for Tracy Nangeroni, Mary Epreman and Tom Mickle.

**Members absent:** Tracy Nangeroni.

**Other Attendees:** Jean Wilson, Xan Gallup.

### Chair's Opening Remarks:

- Terri welcomed new member Jim Gottling to the Board and welcomed new alternate Tom Mickle and Anne Nilsen who was reappointed as an alternate.

### Minutes of Prior Meeting:

- May 3, 2011 meeting – Motion by John Wilson to accept the minutes as submitted; second by Barbara Hollander; motion approved.

### Director's Report:

- John Walden reported that per RSA 202-A:12 the library submits an annual report to the state Attorney General's office. He submits the same report that he writes for the Annual Town Report which includes budget information. After 2007 the Capital Campaign income and expenses have not been included. Peter U brought to John's attention that the Capital Campaign information should be included. Motion by Peter U that henceforth Capital Campaign finance information be included in the monthly budget report and summarized in the annual report to the town and sent to the AG's office as required by law; second by Terri W; motion approved unanimously. John Walden will let Tracy N know about this.
- Terri W asked why the number of children's visits is down. John Walden replied that he thinks it is due to fewer middle-school children coming in after school this year; the frequency of their visits fluctuates from year to year.
- Jim G asked about Internet usage and whether the reason usage is down is due to the fact that more people have their own computers. John agreed and noted that also more people are bringing their laptops to the library and connecting via the wireless.
- John reported that Chris Lizotte of SMP Architects sent preliminary information about his design based on John's requirements for the new library. The hope is to have space for about 43,000 items. The current collection holds about 34,000 – 35,000 items. Chris is continuing to work on the design. John will forward the information to the Board.
- See attached Director's Report.

### Treasurer's Report:

- John Walden commented that the Jan – April line item for the copy machine is over what he had expected – probably related to patrons printing from the Internet computers. John will talk to the salesman to see if he can make an adjustment to the contract to allow for more copies.
- Line 802G - is over budget due to an unanticipated need for more bar codes for the books.
- See attached Treasurer's Report.

### Chair's Report:

- Terri W had emailed the Board with several possible dates for the Board's summer public forum about the new library. The Board chose Monday August 8<sup>th</sup>. Terri will try to schedule the town hall meeting room for that evening. See attached Chair's Report.

**Book Sale Update: Saturday July 9, 2011 at the Sherburne Gym.**

- John Wilson reported that “books are pouring in”. Xan Gallup has offered to help John with the book sale. John plans to start sorting books at the storage facility. Volunteers are needed for sorting as well as for the book sale itself.

**New Library Discussion:**

- Purchase and Sale agreement – Peter U said he thinks the town lawyer’s edits are excellent and he thinks the document is ready to go back to Mr. Moody at Claremont Savings Bank (CSB) for his review. There was general discussion about the P&S. Motion by John Wilson to accept the P&S as amended; second by Jean M; motion approved unanimously. Peter and Jean will send it back to CSB.
- Update on Campaign Funds – Peter U reported on the work he and Anne N did to identify people who did not respond to the 2007 letter asking donors if they wanted their money back. There are 60 non-respondent donors representing \$22,786. Peter recommended we send another letter to these people before we take the matter to Probate Court to determine if the money can be used for the new library. Motion by Terri W that we send a letter to the non-respondents; second by Barbara H; motion approved unanimously. Peter U will draft the letter.
- Update on Lions Club – the Lions Club has approached the town to see if they can obtain the desired permits for use of the proposed community room. Their request is being researched by the town.
- Update on establishment of a 501(c)(3) – Terri W attended a special meeting of the Friends of Abbott Library Board. After discussion the Friends decided they would like to keep the Friends organization separate from a foundation seeking funds for a new library. Terri agrees that it makes sense to have a separate non-profit entity. There was general discussion on the subject. Motion by John Wilson to set up a 501(c)(3) non-profit foundation to raise money for a new library; second by Jim G; motion approved unanimously. Terri will start working on this. Trustees should start thinking of people who might want to be on the board of the foundation. See attached 501c3 Foundation Information document.
- Voter Survey – the board discussed the proposed survey regarding the new library. Several members expressed concern about asking for feedback on the plan for the new library before doing enough to inform everyone about its merits. Peter U said we need to do the best possible job “selling” the plan and perhaps we should have a more elaborate brochure instead of the document he had previously prepared. Peter still believes we should ask the voters and property owners of Sunapee what they think of the plan; Peter and Jim G will work on creating a brochure that details all the advantages of the site and the proposed library, perhaps including larger drawings of the new building.
- Early solicitation discussion – Peter U said the Board needs a firm plan for how to raise \$500,000 in pledges between now and the end of the year. Suggestions included using the list of people who donated to the last campaign as well as a list of people who own property in town. Jim G and Peter will work on getting a list of the property owners. Anne N will work on a list of former donors.

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

Meeting adjourned at 8:05 pm.

Next meeting Tuesday June 21, 2011 at 6:30 pm at Town Hall.

Respectfully submitted,

Anne Nilsen  
Alternate Trustee