Abbott Library Board of Trustees Minutes   June 3, 2011 Special Meeting

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

The meeting was called to order by Chair Terri White at 5:30 pm.

New Library Discussion:
❖ Purchase and Sale agreement:
  ➢ Peter Urbach reported on a meeting he had with Town Planner Michael Marquis. Michael M pointed out that if the town were to take over the current Sunapee Center driveway as a town road, it would need to be 50 feet wide. This would present two problems: the Sunapee Center parking spaces would be within the 50 foot width; the road would be too close to the building at 14 Sargent Road and would require a zoning variance. Michael M suggested having Claremont Savings Bank retain ownership of the driveway, ask them to give the town a 40-foot easement, and have the town be responsible for maintenance of the driveway. Peter U spoke with Donna Nashawaty and Tony Bergeron about this suggestion and both agreed with it. Claremont Savings Bank (CSB) also agreed to it and it is being incorporated into the P&S.
  ➢ Another change to the P&S by Claremont Savings Bank – the bank will pay the first $25,000 of costs incurred related to planning and zoning issues.   Anything above $25,000 will be shared equally by the bank and the Trustees.
  ➢ The selling price is now $299,500 – splitting the difference between what CSB thought the agreement was ($299,900) and what the Trustees thought ($299,000).
  ➢ Motion by Barbara H to accept the Purchase and Sale agreement as described; second by Mary E; motion approved unanimously.
  ➢ Terri W is on the agenda for the June 6th Selectboard meeting to review the P&S.
❖ Review of Donor Letter, Return Donations Form and Brochure:
  ➢ Peter U distributed copies of the brochure he and Jim Gottling created. The brochure with a return postcard attached can be used for the survey of voters and non-resident property owners. The brochure without the postcard attached can be used as a marketing tool. There was general discussion about the content and style of the brochure. The Board considered using a "bullet-style" rather than a mainly narrative style. Peter U asked Board members to mark up sample brochures with suggested changes and put them in his mailbox at the library as soon as possible.
  ➢ Peter U had written a draft Donor Letter and a draft Return Donations Form. The Board had no changes to suggest to either document. Motion by Anne N to accept the draft letter to non-responding donors and Return Donations Form as presented; second by Mary E; motion approved unanimously.
  ➢ Anne N will prepare the mail merge for the Donor Letter.
❖ Format of Summer Public Forum on New Library scheduled for Monday, August 8, 2011: Terri W suggested that she present a bit of Abbott Library history, the need for a new library and the work that has been done so far. Then John Walden would give a presentation of the architectural plans. The forum would then be opened up to questions from the audience.   Terri will continue to work on the format. The Board discussed ways to publicize the forum in order to encourage people to come. Possibilities include:
  ➢ Ad in the Shopper
  ➢ Promote it during John Walden's spots on WNTK
  ➢ Library website
  ➢ Ask Katie Richardson to put it in the InterTown Record

- ➢ Police department mobile sign
- ➢ Bulletin board on the side of Sherburne Gym
- ➢ Possibly a banner across Main Street
- ➢ Include on the brochure to be mailed if the timing is right
- ❖ John Walden gave a presentation to the Board on the conceptual design for the new library prepared by SMP Architects.

Motion to adjourn by Barbara H; second by Jean Molloy; motion approved unanimously.
Meeting adjourned at 6:45 pm.
Next meeting Tuesday June 21, 2011 at 6:30 pm at Town Hall.

Respectfully submitted,

Anne Nilsen
Alternate Trustee