

Abbott Library Board of Trustees Minutes

June 21, 2011

Amended

Members present: Chair Terri Jillson White, Asst. Chair Peter Urbach, Treas. Tracy Nangeroni, Sec. James Gottling, Dir. John Walden, John Wilson, Alternates: Mary Epreman substituting for Jean Malloy, Anne Nilsen substituting for Tracy Nangeroni after her departure, Tom Mickle, for Barbara Hollander.

Members absent: Jean Molloy, Barbara Hollander, Tracy Nangeroni after 6:44 pm.

The meeting was called to order by Chair Terri W at 6:30 pm. Terri W changed the order of the agenda to allow Tracy N to leave early and to accommodate architect Chris Lizotte.

I. Chair's Opening Remarks

A. Appointment of Secretary

Terri W acknowledged Barbara H and Anne N for their work as Secretary. Terri then said that Jim G had agreed to serve if appointed, and she called for a motion to appoint him as Secretary. Such motion, made by Tracy N and seconded by John Wilson, passed unanimously, except for abstention noted by Jim G.

V. Treasurer's Report

Tracy N said that PSNH did not receive the May check (line item 410.) Dir. Walden mailed a second check to PSNH. A stop payment will be placed if PSNH or Abbott Library does not receive original check in 7–10 days. The excess over budget in line 410 is mostly due to the outstanding check.

Tracy N said, in response to a question by Peter U in the April meeting, that the **Total Liabilities & Equity** in the **Campaign Balance Sheet** includes \$18,362 from 2010 and \$6,000 for a survey in 2011, as the account shows the entire history. Peter U suggested continuing to have the account show the entire history.

A. Campaign Funds

Tracy N provided the following list of upcoming library campaign expenses

Deposit for P&S agreement	\$10,000
Current SMP invoice	8,106
Balance due SMP per contract	11,789
Brochure mailing	<u>4,000</u>
Total	\$33,895
Funds in Capital Campaign checking	<u>\$ 7,106</u>
Funds needed	\$26,789

Tracy N said she had consulted Donna Nashawaty about using funds from the Capital Reserve Fund. This fund can be used for "planning, designing, construction and land purchase." Donna N said that the Brochure expense may be a gray item under that definition.

Peter U suggested using the library CD to pay for the Brochure expense. He then suggested taking enough from the CD to maintain liquidity in the campaign checking account, suggesting a withdrawal of \$26,789 plus \$10,000. Peter U noted that a one-time withdrawal was permitted and that the CD comes due in September. Dir. John W, asked for a budget of expenses through September, indicated that he

did not expect any beyond those listed above. Peter U moved, Mary E second, to withdraw \$36,789 from the CD to cover all library campaign expenses and maintain the checking account. This motion passed unanimously.

VIII New Library Discussion

B. Presentation – Chris Lizotte – SMP Architect

Chris Lizotte, for SMP, referred to a set of six 11" x 17" architect's sheets detailing the floor plan, roof plan, rendering from Rt. 11 side, rendering from the side away from Rt. 11, the site plan with parking on the side away from Rt. 11, and an alternate site plan with parking and entrance on the Rt. 11 side. Chris L also provided a spreadsheet showing library costs as of 2012 construction and originally planned and updated library costs based on a modified parking plan and reduction in the library area by 400 ft².

Chris L noted the following about the original plan, estimated to cost \$2,964,040:

- ❖ Floor Plan
 - Library (L) – 8,400 ft², Community Center (CC) – 2,900 ft². Note: Subsequent discussion of reduced cost estimate indicated reduction of L area by 400 ft².
 - Restrooms in CC. With no CC these are moved into L.
 - With no CC, restroom facilities will be in west side of adult wing
 - Circulation desk near entrance, work room behind
 - Book drop in vestibule, not in outside wall
 - Staff area near circulation desk
 - Low book shelves in central area
 - Computers away from windows
 - Craft area
 - Mechanical area
 - Can sit on porch
 - Glass doors between L & CC
 - 1/3, 2/3 split areas in CC
 - CC accommodates up to 200 people
 - Plan accommodates 44,747 volumes
- ❖ Exterior
 - Clearstory window reduce expensive daytime lighting
 - Low-E windows
 - Solar panels (option) on SSW side
 - Awnings look like wood, not retractable
 - Two-level parking
 - Future expansion (E)
 - Rain garden for water treatment (F)
 - Flag staff site
- ❖ Library/Updated Library Cost
 - Parking area on east side of building saves \$40k
 - No geothermal heating and PV solar panel **saves** \$70k (Can be added later)
 - Reduced building size saves \$240k

A spreadsheet showing "Opinion of Project Cost" gives \$2,964,040 for Library (as planned) and \$2,561,000 for Updated Library (driveway on Rt. 11 side of building, no solar panels or geothermal heating, and 400 ft² less area.)

Discussion:

Peter U: Restroom location with no CC? Chris L: Eventually explained that smaller-sized versions would be placed on the west side of the adult wing.

Terri W: Modular construction to reduce cost? Chris L: No savings and cannot be used in open areas

Jim G: Egress from wings if fire blocks exit? Chris L: Sprinkler system & windows permit escape

Tom M: Cost of CC? Chris L: \$630k

Mary E: Removal of clearstory windows to reduce cost? Chris L: That is possible but skylights not as effective at providing daytime lighting as clearstory windows.

Jim G noted that parking plan in front of L may impinge on Sunapee Center land

Peter U, Terri W, Tom M, and Jim G all made comments asserting that the original driveway plan provides better access, a better view, and a more esthetically pleasing structure.

Peter U noted that with original parking back of L, away from Rt. 11, cost would be \$2.6M; construction to begin in 2013 rather than 2012 adds another \$100k; total would be \$2.7M with all other cost reductions.

Peter U, with second by Tom M, moved that the Library Trustees support the original driveway/parking plan and building with clearstory windows, estimated to cost \$2.7 M with other cost reductions including no community center and allowing for a 5% increase in construction costs from the 2012 estimate. The motion passed unanimously.

II. Approval of Minutes

A. May 17, 2011

Terri W called for a motion to approve the May 17, 2011 minutes. Peter U said that the first paragraph, third sentence of the Director's Report, should read "After 2007 the Capital Campaign income..." rather than "Up to now the Capital Campaign income..." Tom M, Mary E second, moved to approve these minutes, amended as suggested by Peter U. Motion passed unanimously.

B. June 3, 2011

Terri W called for a motion to approve the June 3, 2011 minutes. Jim G. second by Mary E, moved to approve these minutes. Motion passed unanimously.

III. Report from the Friends of the Abbott Library

There was no report, as Dick Katz was not present.

IV. Director's Report

- ❖ The library parking lot was paved today
- ❖ The summer reading program begins Wednesday in the Sherburne gym
- ❖ Plans for landscaping at the library will be finalized in the next two weeks
- ❖ Met with Sunapee seniors on June 13 and told them about library services and programs and an overview of the new library project. Anne N said she thought it was great that Dir. John W talked with the seniors.

For further details, see the Director's Report and May 2011 Statistics on file in the Archives.

VI. Chair's Report

Terri W noted that the Director's evaluation will take place at 8:30 am next Tuesday, June 28 at the library.

VII. Book Sale Update

John W said that the library book sale will be from 8:00 am to 1:00 pm on July 9, following the pancake breakfast at 7:00 am. Prompted by Terri W, John W said that book donations have been good. He added that he has volunteers.

VIII. New Library Discussion

A. Update on Purchase & Sale Agreement

Peter U said that town manager Donna Nashawaty told her that town and bank lawyers are negotiating details of an easement to be granted to the Abbott Library through the Sunapee Center's lower driveway. Town attorneys have major concerns about the road becoming a town road, so it is important that the road become an easement for the library. The bank's attorneys are concerned about liability issues for the bank. The town attorney told Donna N that they believe these can be worked out in time for the next Select Board meeting, scheduled for July 5.

C. Update – Lions Club

Terri W spoke with Lion Jeff Bushey about Lions Club support of the Community Center. The Lions are still trying to decide what they can do to support the CC. Terri and Jeff mutually agreed to maintain lines of communication but the Library Trustees needed to go ahead with plans and fund raising, leading to construction in 2013. The Lions do not want to hold the library project back. Peter U pointed out that we will be doing fund raising from March 2012 through March 2013 and the Lions can still join the project to help implement a CC addition as late as March 2013.

D. Review of Brochure

Jim G, using a projector to display pdf files of possible brochure layouts, noted that the earlier Google Earth map of the new library area was muddy and has been replaced with a map that Peter U obtained from the town website. This map is better than the previous one, but still needs improvement. Jim G asked for comments about:

- ❖ Prefer paragraph format with justified lines to left alignment? Answer: Yes
- ❖ Remove Funding items from a box and use placement in-line with text? Answer: Yes
- ❖ Format with bullet items rather than with written text? Answer: Peter U prefers the written text version; others prefer the bullet layout. Jim G suggested that the bullet version, preceded by a one-page written summary of what Terri W will present at the August information session, outlining the need for a new library.

Anne N said she thought the important issue is whether people are more likely to read a full-text version or a bullet-item version. Dir. John W thought that older people would prefer a text version, younger people a bullet-item version. Anne N then concluded that, as we already have support of the older population, we should go for the younger folk. Mary E thought that the brochure should urge people to get more information, either from the information session in August or the library's website. Mary E added that it would be the site plan, floor plan, and architect's rendering that would gain

people's interest. Peter U expressed doubt that many people visit the website, but he agreed that a combination of text with bullet items should work well in the brochure. Tom M said that the map should show the location of the new library site in relation to the Sunapee schools as a major reason for the desirability of the Sunapee Center site for the library.

Subsequent discussion about the purpose of the brochure clarified that it was not for use to advertise the summer information session but to generate support for the new library plan in time for the March 2012 vote on the plan. Peter U asserted that the timing of the mailing should be in July or August. The brochure will serve many purposes: survey, hand out at forum, letter to non-respondents, etc. Jim G said that the document can easily be redrawn, leaving off the survey 4" panel.

E. 501c3 Update

Terri W and Dir. John W attended a seminar at Weare, NH about setting up a 501c3 foundation. The speaker was Terry Knowles, Assistant Director of the Charitable Trusts unit of the NH Attorney General's Office. Terri W said that she is writing some of the required documents. The 501c3 Foundation needs to have 5 incorporators and subsequently 5 trustees. Incorporators and Trustees do not have to be the same individuals or Trustees of the Abbott Library. Terri said that she has had suggestions from some Library Trustees for such persons and has been approached by Mindy Flater who would like to be involved in the 501c3.

F. Early Solicitation

- ❖ Terri W, advised by the local government center that discussion of potential donors must occur in public session, is working with Anne Edwards, Director of Charitable Trusts, NH Attorney General's Office, to find out if that discussion falls under the right-to-know law. Once the 501c3 is formed, their meetings as a private foundation are not subject to right-to-know.
- ❖ Jim G is preparing a pledge form, based on the previous Library Campaign form.
- ❖ Mary E asked about naming opportunities. Peter U said he thought it was too early to deal with that as the floor plan is not finalized.

G. Campaign Funds Mailing

Terri W hopes to finalize the early mailing of request for pledges at Tuesday's meeting, if a pledge form and brochure can be finished by then.

XII. Adjournment

A motion to adjourn by Anne N, second by Tom M, was approved unanimously. The meeting adjourned at 8:38 pm. The next meeting will; be on Tuesday, June 28, 2011 at 8:30 am at the Abbott Library.

Respectfully submitted,



James Gottling, Secretary