

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

Members absent: Jean Molloy.

Others: Dick Katz (Pres. – Friends of the Abbott Library,) Sue Gottling (Selectman,) and Jean Wilson
Terri W called the meeting to order at 6:30 pm, called for Tom Mickle to substitute for Jean Molloy.

II. Approval of Minutes

A. June 21, 2011

Jim G noted that Tracy N's last name should be 'Nangeroni,' not 'Hollander;' John Wilson, not Tom Mickle, was the seconder for nomination of Jim G as Secretary; and suggested changes in first item under Library/Updated Library Cost item ('east' instead of 'west,' and '\$40k' instead of '\$100k,') addition of items 'Reduced building size saves \$240k' and 'Reduced soft cost saves \$53k,' removal of the last item and addition of a paragraph reading...

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.)

Anne N said that 'Met with Sunapee high school seniors...' should be 'Met with Sunapee seniors...'

John W, Barbara H second, moved approval of the June 21, 2011 minutes as amended. The motion passed unanimously.

B. June 28, 2011

Terri W said that in the large paragraph 'Jim G, and Terri N' should be 'Jim G and Terri W' and in the last paragraph 'Mary E' should be 'Anne N.'

Peter U, John W second, moved to approve the June 28 minutes as amended. The motion passed unanimously.

III Report from The Friends of the Abbott Library - Dick Katz, President:

- ❖ The pancake breakfast, attended by almost 300 people, was quite successful. Special thanks to Molloy family for supplying materials, as they have in previous years.
- ❖ The annual appeal for funds is going well. Terri W: "How much did you make on pancake breakfast?" Dick K: "Don't really know. The pancake breakfast is not a big money maker but is good PR"

IV. Director's Report – John Walden

- ❖ Busy Season – July/January comparison shows considerable increase in library use in summer.
- ❖ ILL Service – It is not clear how reduction of service to one van will affect our service. We may have deliveries on just one day a week. Customers will have to expect slower service. Since much of service is under federal grant, the State Librarian will have to rewrite Federal grant.

- ❖ Summer Reading Program has been well attended. Magician on July 13th was a highlight. Children were allowed to check out books each night that the program was held.
- ❖ Outdoor Seating Area is being used. People seem very positive about it's presence. Still need to get a plaque in place. Tracy N asked about electric outlet, and John said that there would be a plug to power the fountain, which can be used to power portable computers.
- ❖ Activity: John's activity report shows substantial increase of library use in all aspects, except for children's visits, which is down slightly by 9%

Peter U asked about Internet use by patrons when the library is closed. John Walden said that there is no way to capture that use. John Wilson asked about whether children's use was an error. Walden said that he and Anne N had checked the data and did not think that the data was being recorded differently. Walden noted that last year's kindergarten class was much smaller than previous years, which could account for the change. Walden noted that mothers bring most children to the library and he hopes to begin a program in the fall to encourage fathers to bring children.

V. Treasurer's Report – Tracy Nangeroni

- ❖ Budget looks just fine.
- ❖ PSNH check has not turned up and will have to be stopped.
- ❖ The only significant activity in the Capital Campaign Fund was the transfer of \$37,000 from the CD into the Capital Campaign checking account to cover the anticipated expenses.

John Walden commented about items in the January through June 2011 Profit & Loss Budget vs. Actual:

- ❖ Telephone service is over budget, but that will come down now that service has been changed to Comcast
- ❖ Program line is over due to Summer Reading Program, which will be reimbursed by Friends.
- ❖ Just made a big purchase in June of books. That line will rebalance itself in time.
- ❖ Subscription line is under budget. Subscriptions are paid once a year in the fall, so that line will come into balance in time

VI. Chair's Report – Terri Jillson White

- ❖ After meeting with John Walden regarding his evaluation, he has signed all documents and these have been turned in to the Town Hall.
- ❖ Terri W gave public thanks to John Wilson for chairing the book sale. He had a great group of volunteers, including a woman from Newport; who works in Sunapee, uses the Abbott library and wanted to give back for her use of our library.

VII. Book Sale Update – John Wilson

- ❖ The book sale brought in \$2,109.57.
- ❖ Thanks to a lot of nice people.

VIII. New Library Discussion**A. Purchase & Sale Update** - Peter Urbach

Peter U said that the bank's attorney had redrafted the material on the easement. Peter U thinks that this version is satisfactory, but the Town will have to make that determination, because the Town has to do the road maintenance.

B. Brochure Printing – Peter Urbach

The final version of the brochure was delivered to the printer on Monday and will be ready for adding stamps to the return survey card on Friday. Peter U said that he arranged to be out of town during the final stages of the brochure's mailing and Jim G would handle the stamping, return of brochures to Echo for folding and addressing, picking up brochures for delivery to Sunapee PO and transferring Georges Mills brochures to that PO. Jim G called for volunteers. Anne N, Mary E, John & Jean Wilson said they would help; Jim volunteered his wife, also. Jim G told John Walden that he would need a check for \$1033.85 before Friday and another check for the final mailing by Wednesday, amount yet to be determined. Anne N expressed concern about folding the brochures for mailing to former donors, and Peter U said that mailing might require 6" x 9" envelopes.

C. Former Donor Mailing – Anne Nilsen

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D. Foundation Meeting – Terri White

Terri W said that she has received positive responses from Melinda Flater, Lois Gallup, Richard Katz, and Sally Southard regarding attendance and possible participation in the formation of the foundation. Xan Gallup indicated that she might attend. Negative response was received from Sherwood Moody and Allan Davis. Six others had not yet responded. The meeting for the prospective board members to learn about the formation of the 501c3 project and to meet Library Trustees is scheduled for Wednesday, August 3rd at 6:30 PM at the Sunapee Safety Service Building. All Trustees were urged to attend this meeting to meet the prospective foundation board members.

E. Public Forum – Terri White

Terri W provided the following topic list that she plans to use for the public information forum about the new library campaign

- i. Welcome/Introductions
- ii. History of Abbott Library
- iii. Why Do We Need a New Library?
- iv. Why Sunapee Center? Terri
- v. Funding Strategy/Formation of Non-Profit Foundation
- vi. Questions and Answers
- vii. Next Steps

John Walden is working with Terri on a power point presentation for this event. The event is scheduled for Monday, August 8th. The event will be promoted through the library's website, email to library patron list, the police department's mobile sign. A street banner will not be used, because getting it in place in a timely manner is problematic.

F. Naming of Project

Terri W asked that a name for the library project be selected, so as to maintain consistency in what we call this project. John W suggested using the 'Abbott Library and Learning Center' in the name. John Walden, who felt that library staff would be burdened by expectations suggested by the 'Learning Center' words, opposed that suggestion. After further discussion about alternatives, Peter U moved, with second, to name the campaign "The Campaign for a New Abbott Library." Jim G, with second, then moved to amend the motion by deleting the word "The." The amendment and motion then passed unanimously.

G. Pledge Form – Gottling/White

Terri W said that she had asked Jim G to prepare a pledge form for the campaign, using a pledge form from the previous "Ski-Tow Hill" campaign. Discussion led to the conclusion that the form was more complicated than needed for now. Terri W asked Peter U and Jim G to prepare a simpler version. At the end of the meeting Peter U gave Jim G a draft of the simpler version. Peter suggested that the pledge form could be used before the foundation was established and any donor wishing to remain anonymous could check a box on the form. Anne N and Terri W questioned whether a donor could still remain anonymous, as we are a public body. Peter said that he had a legal opinion from LTA during the Ski Tow Hill Campaign, and a donor could remain anonymous if they elected to be anonymous. Terri W said that she would like a firm ruling on that fact before proceeding and asked Trustees if they would agree that she should contact Terry Knowles at the Attorney General's office for a ruling. The Board was in agreement to have Terri W follow up with the AG's office on this item.

H. Campaign Planning

Terri W began a discussion about campaign planning, by indicating that Anne N has created a list of the top 100 Sunapee real estate properties, exclusive of corporations. Peter U commented that within two weeks all Sunapee voters and property owners would know about the campaign, having received the brochure in the mail. John W said that he was ready to begin making calls on early donors. Terri W thought the calls should begin after the foundation incorporators have been selected, so they could be involved. Peter U commented that professional fundraisers were not much help in the previous campaign. Anne N. suggested that Kilton Library might help with a seminar to prepare us to solicit pledges. John Walden suggested that Mr. Paine of the Kilton Library might be a person to contact.

IX. Old Business – None**X. Other Business – None****XI. Public Comment - None**

XII. Adjournment - On motion by Tracy N, Barbara H second, and unanimously approved, the meeting was adjourned at 7:50 pm.

Respectfully submitted,



James Gottling, Secretary