

# Abbott Library Board of Trustees Minutes      Amended      August 16 2011

**Members present:** Terri Jillson White, Chair; Peter Urbach, Asst. Chair; James Gottling, Sec.; Barbara Hollander, Jean Molloy, John Walden, Dir.; John Wilson, Anne Nilsen, Alternate for Tracy Nangeroni; Mary Epreman, Alternate

**Members absent:** Tracy Nangeroni; Tom Mickle, Alternate

**Others:** Sue Gottling, Selectman; Mindy Flater, Peter Spanos, Jean Wilson

**I. Chair's Opening Remarks:** At 6:30 PM, Terri W called the meeting to order and said that Anne Nilsen would be sitting in for Tracy N.

## II. Approval of Minutes:

- ❖ Approval of minutes of the 501c3 foundation session on 8/3/2011: Jim G noted two email corrections by Peter U, and Peter added a third correction. With these corrections, on motion by Barbara H, John Wilson 2<sup>nd</sup>, the minutes of 8/3/2011 were approved unanimously as amended.
- ❖ Approval of minutes of the 7/19/2011 trustees meeting: Peter U and Terri W noted misidentifications; John Wilson added that 'Tilton' should be 'Kilton.' Terri W provided a paragraph to be added under Section G. Pledge Form, regarding the pledge form discussion. With these corrections and addition and on motion by Barbara H, Ann N 2<sup>nd</sup>, the minutes of 7/19/2011 were unanimously approved as amended.
- ❖ Approval of minutes of the public forum on 8/8/2011: Terri W and Anne N noted minor corrections. Anne N was concerned about details on page 4 about a question involving ownership of the old library. Jim G agreed to review the recording of the meeting and to write a correct paraphrase of this response. With these corrections and agreeing to have Jim G review the wording, on motion by Barbara H, John Wilson 2<sup>nd</sup>, the minutes of 8/8/2011 were approved as corrected and to be amended.

**III. Report from the Friends:** Dick Katz, unable to attend, reported by email that there is nothing new to report.

**IV. Director's Report:** Director John Walden, summarizing his written report commented that...

- ❖ July was a very busy month. The number of patrons did not set a record; the higher number of patrons in July 2009 could be attributed to that month being very rainy. Some of the high circulation level in July can be attributed to digital content. The only negative figure in the library statistics is the number of children's visits, which may be due to local families not using the library as much during the summer. Getting more families to use the library will be a priority.
- ❖ John said that he spoke to the state librarian about the state's reduction of the Inter Library Loan (ILL) service. The State Librarian referred him to the New Hampshire Library Trustee Association webpage that has talking points about the ILL service and calls for each library to write supporting restoration of the service. John Wilson asked if there should be multiple petitions; Walden said that he thought one at the library desk would be enough. Terri W called for a motion to authorize placing a petition and sending a letter to the State Librarian, to be signed by all trustees, supporting restoring the Interlibrary Loan Service. Peter U, Anne N 2<sup>nd</sup>,

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moved this motion and it passed unanimously. It was agreed that Terri W would draft a letter for Trustee review/signature for the 9/20/2011 meeting.

**V. Treasurer's Report:** Terri W noted the absence of Tracy N and asked for questions about the report. Peter U noted that Tracy N indicated the CD at Lake Sunapee Bank matures on September 5, 2011, which will automatically roll over unless we take some action. Peter U said he thought we might need some cash for marketing and mailing before the March 2012 election. John Walden said that he thought the balance available was \$25k on July 31, but he was not certain. Terri W suggested authorizing herself, Tracy N, and John Walden to determine if some cash should be withheld from the rollover and to have them report back to the board at the September meeting about their decision and action. Jim G, Barbara H 2<sup>nd</sup>, moved this proposal and it passed unanimously.

Terri W asked Walden about the library's property liability coverage, noting that he had thought the content coverage was not sufficient. Walden said that he needed to follow up on this issue.

### **VI. Chair's Report:**

- ❖ Terri W said that, prompted by our brochure about the new library plans, the planning board indicated in their 8/4/2011 meeting that they would like to hear from the Library Trustees about the new library plans. Terri said that the planning board was among the outreach groups with whom the Ski Tow Hill planners had met. Terri said that she and John Walden would be meeting with the outreach groups. Peter U said that some of the planning board was surprised not to have heard from us, but that nothing, as yet, required planning board action. The first action to come before that group will be the request from the bank to subdivide the lot. We would go at the same time to seek approval of our overall plan. Terri said that she would contact Bruce Jennings, Planning Board Chair, and get on the planning board's agenda for their next meeting.
- ❖ Terri W said that, subsequent to the foundation meeting, Melinda (Mindy) Flater, Sally Southard, John Walden, John Wilson, and Terri White had agreed to be incorporators for the foundation. Peter U moved to establish a nonprofit foundation for the purpose of fund raising for the library, with the five initial incorporators to be Melinda Flater, Sarah Southard, John Walden, John Wilson, and Terri White. The motion, with second by Anne N, passed unanimously. Terri called for a motion to authorize payments from the Library Campaign Fund of \$25 filing fees to the Secretary of State office and to the Attorney General's office. With Barbara H 2<sup>nd</sup>, John Wilson moved to authorize this payment from the Library Capital Campaign Fund. The motion passed unanimously.
- ❖ Terri W, noting that Katie Richardson no longer will be reporting for the InterTown Record, said that Peter U had agreed to provide information for publication about the Library Trustees meetings to that outlet. On motion by Jean M, 2<sup>nd</sup> by Jim G and unanimously approved with appropriate abstentions, Peter U was authorized as our representative to the press.

### **VII. New Library Discussion:**

#### **A. Follow-up on Foundation/Public Forum:**

- ❖ Mary E, responding to a question about the public forum, expressed concern about children walking from the elementary school to the new library. Peter U responded that he had walked various routes from the school to the site. He found a path from the school to the ball field,

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behind the basketball courts and a fence parallel to route 11, past the Safety Service Building and parking lot, across Sargent Road, and finally through the parking lot at Sunapee Center would provide an easy walk for children. Tony Bergeron told Peter that gravel could be placed on the path and the path kept clear in the winter. A pedestrian crossing would be provided at Sargent Road, all at little expense and work by the town. For the entire route, children would be safely in the open. Terri W said that she has contacted the school about busing children to the library from the schools but has not heard back yet.

- ❖ Terri W plans to write a letter to Bill Roach, responding to his question at the public forum about funds that might be available from the Reserve Fund.
  - ❖ There was discussion by all regarding the negative comments during the public forum about the new library design’s appearance. The consensus was that the trustees consider the building’s appearance appropriate, as shown in the architect’s rendering. Mr. Moody, President of the Claremont Savings Bank, informally indicated that he liked the library plan appearance.
  - ❖ Peter U said that after the recent Selectboard meeting Fred Gallup had commented to Peter that he thought the new library plan was ‘impressive,’ but he thought it a mistake, considering the site’s slope, not to include a basement. Peter told him that the design used a slab rather than a basement to keep costs down and allow for simple staffing with a one-story layout. Selectman Sue Gottling added that this consideration should be on the list of ‘Often Asked Questions.’ Mary E noted that having public space in the basement would require installation of an elevator or ramp.
  - ❖ Sue Gottling indicated that the question of not installing geothermal or solar systems also came up at the selectboard meeting. John Wilson noted that he is investigating a NH company that will do geothermal with no up-front costs, paid for later out of electrical costs.
  - ❖ Terri W suggested having one or two more public forums. The following discussion compared effectiveness of public forums and mailings, but the trustees came to no specific conclusion about further public forums.
- B. Purchase and Sale Update: Peter U said that the town and bank attorneys have come to an agreement on liability and insurance issues for the access right, and the town attorney is exploring the plan with the Local Government Center, which deals with the town’s insurance issue, to be sure that the town can be insured under this plan. Donna Nashawaty asked for possible alternate library approaches to be considered, including making an entrance from the town garage facility. Peter thought that approach was feasible, but that it has disadvantages. Peter thought that access through Sunapee Center was a better idea, and he thought the lawyers would have an agreement in place, hopefully in time for the August 29 selectboard meeting.
- C. Survey Results: Peter U presented the results shown below from the returns from the survey mailing.

Mailing Statistics:

	Mailed	Returned by 8/13	Percentage
Voters	2295	232	10%
Non Voters	1188	41	3%

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Plan Response:

Approve Plan	Approve	Approve Somewhat	Disapprove Somewhat	Disapprove
Voter	136	27	8	57
Combined %	71%		29%	
Non Voters	21	5	6	8
Combined %	65%		35%	

Funding Response:

Approve Funding	Agree	Agree Somewhat	Disagree Somewhat	Disagree
Voter	130	24	12	59
Combined %	68%		32%	
Non Voter	19	3	5	10
Combined %	59%		41%	

Negative Comments:

	Voter	Non Voter
No Taxes	17	4
Building Design	13	2
Too Large & Expensive	12	3
Prefer Other Site	11	1
No Need	8	0
Digital Technology	6	4
Bad Economy	4	3
Other Priorities	4	0
Wet Lands	4	0
Other	7	0

Peter U said that 71% of the voters approved of the building plan and 68% approved of the funding plan. Of the voter respondents, 57% had comments. Of these, 55% were positive, 67% were negative. Among the non-voter respondents 78% had comments. The types of negative comments, classified under 10 types, are listed above.

- D. Former Donor Mailing: The former donor mailing will go out when the purchase and sale agreement is in place. Mindy Flater asked if this mailing could be used to introduce the former donors to the foundation. Terri W, Anne N, and Peter U, speaking to this issue, said that the letter should not include more than the one issue.
- E. Marketing Project Before Vote: Anne N thought that we should do one or two more mailings before the vote. Terri W spoke about outreach with groups, John Walden said that at a

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conference last fall, the speaker spoke about 'bite-sized marketing' and said that he had been invited by the Bradies to speak with the Granliden association over Labor Day. Mary E suggested staffing a booth at Sunapee sports events. Peter U said that the Ski Tow Hill campaign used a group of 4 or 5 people who met with small groups. Jean Molloy volunteered to be the point person to organize group meetings, if Terri and John Walden would be the ones doing the presentations. Mindy Flater agreed to help Jean. Peter U agreed to write the answers to "frequently asked questions."

- F. Pledge Form and Fund Raising: Following considerable discussion about when and who should use the form, it was moved by John Wilson, with 2<sup>nd</sup> by Barbara H, to change the word 'motions' in the form to 'warrants' and pass the form on for use by the foundation, which meets August 24. With the foundation using the form, the statement "I would like my pledge to be anonymous" can be used in the form.

**VIII. Old Business:** Mary E suggested working on identification of naming opportunities.

**IX. Other Business:** Mindy Flater introduced herself to the trustees, providing the following about her résumé. She grew up in Sunapee, graduating from Sunapee HS in 1995. She graduated from Middlebury College, then worked at Georgetown University as a fundraiser and at a nonprofit in Washington DC. Having returned to live in Sunapee, she has worked at the Sutton Library and is now library director in Salisbury. She is pleased to become associated with the foundation to raise funds for the new Sunapee Library.

**X. Public Comment:** None.

**XI. Adjournment:** At 8:38 PM John Wilson, with Barbara H 2<sup>nd</sup>, moved to adjourn. The motion passed unanimously.

Respectfully submitted,



James Gottling, Secretary