

Abbott Library Board of Trustees Minutes
October 18, 2011
Amended

Members present: Terri Jillson White, Chair; Peter Urbach, Asst. Chair; Tracy Nangeroni, Treasurer; James Gottling, Sec.; Jean Molloy, John Wilson, Tom Mickle, Alternate, Anne Nilsen, Alternate, Mary Epreman, Alternate

Members absent: Barbara Hollander, John Walden, Director;

Others: Mindy Flater, President of The Abbott Library Foundation; Merry Armentrout, InterTown Record

I. Chair's Opening Remarks: At 630 PM, Terri W called the meeting to order. Terri said that Anne N would be sitting in for Barbara Hollander, whose absence was excused.

II. Approval of Minutes:

- A. September 20, 2011: Jim G gave three corrections: Remove the “, President” duplication in the “**Others:**” section; replace “informally” with “informal” in Section VII, Item III; and delete the parenthetical comment in the next to last line of the draft of the Questions and Answers. Terri W said that the event Barbara H had been attending was the “LTA New Library Trustee Orientation in Newport” and that she had been attending that event that “evening.” Peter U asked if the reference to a \$100 previous campaign refund on the last page was the same as the \$100 referred to in this month's Treasurer's report. Tracy N said that it was. Tracy N moved to accept the minutes as corrected, with 2nd by Anne Nilsen. This motion passed unanimously.
- B. September 27, 2011: Jim G heard from John W that “Boder” should be spelled “Bodeur” and from Peter U that Roger Landry's title is “Administrator” not “Commissioner.” Terri W said that on page 2, “the children's librarian” should be “a library aid” and that the time of adjournment was at 9:45 AM, not PM. Jean M moved to accept the minutes as corrected, with 2nd by Tracy N. This motion passed unanimously.

III. Report from The Friends of Abbott Library: Dick Katz said that the Friends had voted unanimously to fund the library open house in November up to \$750. Dick went on to add that the cookbook would be out for Thanksgiving and on sale at the Turkey Trot real estate office. Tom Mickle asked about storage of the cookbooks, suggesting use of the book sale storage. John W, said that was no longer available. Both John and Mary E suggested looking into using the book storage area in the Safety Services Building.

IV. Director's Report: John Walden being absent on vacation, Terri W asked for questions. Peter U asked about ‘virtual patrons.’ Anne N explained they were people who use the Internet to access library materials. Mary E thought the last paragraph regarding E-books was an effective description of the Internet library access. Terri W said that Walden wrote that paragraph to provide an answer to questions of that nature that have come up in outreach sessions. Terri W commented about the open house, scheduled for November 5th from 1 to 4 PM. Anne N suggested having copies of the Q & A handout and the brochure available at the open house.

Abbott Library Board of Trustees Minutes
October 18, 2011
Amended

V. Treasurer's Report: Tracy N said the major recent transaction was a check for \$10,000 paid to Oakwood Park Inc. (Claremont Savings Bank) as deposit on the Purchase & Sale Agreement. There was a \$100 campaign refund payment. Peter U made inquiry regarding the Subscriptions item in the Profit & Loss Budget vs. Actual for January through September 2011 that shows \$2,621.15 under budget. When subscriptions are paid total expenses for the period will be nearly \$8,000 over budget. Tracy N said that the \$2,509 budget excess in Health Insurance was a double payment, and a Friends' donation has not yet been recorded that will bring expenditures back in balance with the budget.

VI. Chair's Report: Terri W said that most of the items included in her written report would come up under the New Abbott Library section of the agenda.

VII. New Abbott Library:

- A. Title Search: Peter U reported that the title search, as authorized at the 9/20/2011 meeting has been completed. Although there are 3 or 4 easements, primarily utility and road easements with the State of NH that has been in place for some time, there are no other problems. Donna Nashawaty and town attorney Jay Whitelaw both advised Peter U that the Trustees should obtain title insurance, because that should always be done and the property has previously been in foreclosure. Title insurance will cost \$788, which will not have to be paid until after an affirmative town vote sustaining the purchase & Sale agreement. John Wilson moved to purchase title insurance, contingent upon affirmative town vote. The motion, seconded by Jim G, passed unanimously.
- B. Q & A Mailing: Peter, reporting on Q & A mailing, said that Jean Wilson obtained a bid from the prison of \$450 for the printing and mail preparation (no addresses.) That compares with Echo communications bid of \$980 for the same tasks. Anne N said that Jean hopes to get the mailing out by Thursday or Tuesday at the latest. John W said that the prison dropped their bid to \$400 with no address labels. Peter U said the letter has been dated October 20; Anne replied that if the mailing goes out Friday, that will be October 21, otherwise the date would be 5 days off.
- C. Planning Board Meeting: Peter said that he went before the Planning Board for an Informal Consultation, which is an attempt by the petitioner to explain what they want to do in the future and, from our point of view, to bring them up to date on our plans. Charlie Hirshberg also was present for an Informal Consultation to explain what the bank wanted to do regarding the subdivision of the property. The bank has several thoughts, but as long as they separate the new library site from the Sunapee Center site our needs will be served. The bank will go before the Planning Board in the next couple of months. We will not go before the board until after the Town vote. The Planning Board seemed favorable to everything that they heard and no problems are anticipated.

Abbott Library Board of Trustees Minutes
October 18, 2011
Amended

- D. Draft of Town Warrant Articles: After several discussions with Donna Nashawaty, Town lawyer Jay Whitelaw, and Jaime Dow from the State Department of Revenue Administration agreement has been reached to proceed with the two-article approach. Terri W said that no action by the library Trustees is needed at this point, as that plan has already been approved. Peter added that some minor wording changes may occur, but the general plan is as approved. Tracy N asked if negotiation for the loan would be the library Trustees responsibility. Peter said that was the Town's responsibility, unless they delegate it to the library Trustees. Peter added he thought Donna Nashawaty would handle the negotiation of the loan.
- E. New Library Site Sign: John Wilson, after talking with Roger Landry, decided to proceed with two 4' x 6' signs, one at the top of the hill and the other near the Sunapee Center (SC) sign. After talking with Sherwood Moody, who does not object to the two signs, John was told by Roger Landry and Michael Marquis that a variance would have to be obtained, because the SC lot, including the library section, already has excess signage. In response to Terri W's question, Wilson said that Landry had said that zoning ordinance 5.30 did not permit more than 48 ft² of signage on a single property. Peter U said that a sign near the SC sign would not show people where the new library will be located; he thought that a sign facing Rt. 11 would be more effective. Jim G noted that due to the drop-off from Rt. 11, a sign placed near that road would be below the line-of-sight of drivers. A sign placed further back from Ft. 11 would not be visible now, due to leaves, but would become visible after the leaves fall. The general consensus was to seek a variance now for one sign visible from Sargent Rd, and wait to place a sign near Rt. 11 after the property has been subdivided from the SC site, hopefully at the November Planning Board meeting.
- F. Non-Respondent Donor Mailing: Anne N said that 59 non-respondent donors were sent letters. Of these, 13 were returned as undeliverable (\$2,426,) one requested a refund (\$100,) and 14 said to keep the money (\$5,190.) Terri raised the question about how long to wait before proceeding with court action to retain all the other funds. Terri, Peter, and Anne all suggested waiting until the after the next library Trustee's meeting.
- G. Outreach: Terri W commented about the three meetings earlier this month with Sunapee groups: School Board, Planning Board, and Recreation Committee. New questions that arise in these meetings will be added to the Q & A document. One of these relating to the need for a library building in the digital age led to the answer that Walden formulated in his written Director's report. John Wilson said that the library's statistic show that library use is increasing; Peter added that the Q & A addresses this point. Terri asked for suggestions about marketing the new library plan. Responses included the following...

**Abbott Library Board of Trustees Minutes
October 18, 2011
Amended**

- Jean M – Place ads in the Kearsarge Shopper, perhaps asking and answering one question each week. Jean M will look into cost.
 - Jean M & Anne N – Prepare a video and place it on the Town’s cable TV channel.
 - Peter U – Use ads in the Kearsarge Shopper that specifically address the warrant articles as the time for the vote approaches.
 - Tracy N – Place lawn signs “Vote Yes for the New Library.”
 - Place new library picture on the library announcement board.
 - Tom Mickle – Create and distribute bumper stickers to library supporters.
- H. Foundation: Terri W reported that the Foundation held another meeting. Work is underway to educate potential donors. The IRS 1023 Form has been submitted, and the Attorney General’s form will be sent by the end of the week.

Mindy Flater said that the Foundation Board, consisting of herself, John Wilson, Sally Southard, John Walden, and Terri Jillson White, has been forming an Advisory Board. To date, people that have agreed to serve include Shaun Carroll, Jim Currier, Dick Dulude, Gerry Farland, Walt Goddard, Scott Flint, Jean Molloy, and Kathy Springsteen. Mindy is waiting to hear from Joe Internicola, Dick Katz, Everett or Robin Pollard, Joanne Skarin, Harry Tether, and Kiki Schneider. Several key potential donors are being educated about naming opportunities. An informational package is being prepared that would include the excellent Questions and Answers document, finalized list of naming opportunities, and a letter from the Board. Someone in Town has offered to design a logo for the Foundation. The Foundation wants to provide smaller donors (under \$500) an opportunity to participate in naming opportunities by designating group donations. The Foundation has agreed to suggest that Library Trustees, as elected officials, make their campaign donations anonymously. It is hoped to be able to make a statement prior to the town vote that the trustees have given 100% support to the library campaign. The Foundation believes that it is important to have a large number of donations pledged, not just a large amount of funds.

VIII. Old Business: Peter U provided the following final Q & A results.

Plan	Approve	Approve Somewhat	Disapprove Somewhat	Disapprove
Voter	166	35	9	66
Combined %	73%		27%	
Non Voters	37	10	7	10
Combined %	73%		27%	

**Abbott Library Board of Trustees Minutes
October 18, 2011
Amended**

Funding	Agree	Agree Somewhat	Disagree Somewhat	Disagree
Voter	160	30	15	68
Combined %	70%		30%	
Non Voter	38	6	5	13
Combined %	71%		29%	

IX. Other Business: Terri W, said that under Outreach, she had forgotten to mention that she and John Walden are planning to meet with parents of the ASK children in January to talk with them about the library campaign. The meeting will occur at the pick-up time, so that the parents will not have to make a separate trip.

X. Public Comment: None

VIII. Adjournment: At 7:50 PM Tracy N, John Wilson 2nd, moved to adjourn, and the motion passed unanimously.

Respectfully submitted,



James G Gottling, Secretary