

Abbott Library Board of Trustees Minutes
November 15, 2011
Amended

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

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

Others: Sue Gottling, Selectman; Jean Wilson, Xan Gallup

I. Chair's Opening Remarks: At 630 PM, Terri W called the meeting to order. Terri said that Mary Epreman would be sitting in for Tracy Nangeroni, whose absence was excused. Terri asked everyone to sign the card for Kilton Library Director Lou Ungarelli, who is retiring. Lou and his staff have been very helpful in our planning for the new library and setting up the foundation.

II. Approval of Minutes:

October 18, 2011: Jim G said that the name 'Kiki Van DeWeghe' should be replaced with 'Kiki Schneider.' Mary E moved to accept the minutes as corrected, with 2nd by John Wilson. The motion passed unanimously.

III. Report from The Friends of Abbott Library: Terri W reported that Dick Katz could not be at the meeting but had said the cookbooks are in. John Walden said these would be on sale at the Abbott Library, the Newbury Library, Morgan Hill Bookstore, four other places in New London, and the Turkey Trot headquarters.

IV. Director's Report: John Walden, referring to the printed version of the budget, said that operating costs reduced from \$312k to \$306, pay amounts had to be corrected as there will be 53 pay periods in 2012, not 52; health insurance will increase by 10.1%, but retirement benefits will be down. The budget includes about 100 hours of additional part-time work. The town has asked all departments to have a flat 2% COLA for all employees. Terri W asked if there were any questions for John, and there were none.

John commented about the open house, which was attended by about 150 people. Peter U asked if a program should be offered residents to teach them how to use electronic devices to access Internet books. John said he thought it easier to provide one-on-one support in that regard.

V. Treasurer's Report: Terri W said that Tracy N has been ill, which explains why she could not be present and accounts for why the Treasurer's report just came out. Peter U asked John Walden if the unusually low operating fund balance in October caused any problems. John said that the town had provided a check that brought the balance up to normal levels. Peter U also asked about the blacked-out item involving a campaign refund, suggesting that NH's right to know law requires such items be displayed. Terri W agreed that should be the case and Tracy will be so notified. It was commented that that item had been commented upon in previous meetings.

VI. Chair's Report: Terri W spoke about the Lifeline Donor software purchased in 2008 at a cost of \$595. As the foundation will be using this software, Terri suggested donating the software to the foundation. Peter U questioned donating the software, suggesting

Abbott Library Board of Trustees Minutes

November 15, 2011

Amended

that it could be loaned to the foundation to avoid disposing of it as a capital asset. Discussion about whether the data created and maintained by the software could be retained by the foundation as an object separate from the software, to protect privacy of donors. Anne N was not sure that the software, which Walden agreed was a single user copy, allows the data to be a separate object. As the privacy of some donors is an important consideration, Jean Molloy moved, with 2nd by Barbara Hollander, to donate the Lifeline Donor software to the foundation for the purpose of using it for the capital campaign for the library. The motion passed unanimously.

Terri W asked the trustees if having meetings start at 6:30 PM was convenient or if the trustees thought returning to starting at 5:30 PM would be preferable. No one opposed meeting at 6:30 PM.

Terri said that in her written report listing Outreach events being planned, the request for a meeting with the Planning Board is with the Zoning Board.

Another addition to her written report is that Tom Mickle and his wife, who live in Oakledge, will be providing an Outreach meeting with close neighbors.

Terri has not yet been able to schedule a meeting with the Budget Advisory Committee.

VII. New Abbott Library:

- A. Update on Q & A Mailing. Peter U said that of 2300 Q & A letters sent, 10 people have returned comment cards. Of these, four were very supportive of the library plans, four were very much against the plans, and two were equivocal.
- B. Update – As Builts on Lot: Peter Urbach reported that when Sunapee Center developed the drawings of the water and sewer lines they did not accurately depict the water and sewer lines. Because of this situation, the Sunapee Water and Sewer Commission (SW&SC) may be unwilling to assume responsibility for these lines, as is expected according to the Purchase and Sale (P&S) agreement. The Claremont Savings Bank (CSB) has been expected to provide accurate drawings, but that has not yet happened, probably because that task is difficult. Charles Hirschberg, engineer for CSB, is working to prepare accurate drawings, hopefully in time for a November 17 meeting with the SW&SC, where Peter and Hirschberg will seek to get the SW&SC to take over the mains, as was the original intent of the P&S agreement. Peter U said he was not sure that would work. If that does not work, then an alternate plan will be to amend the P&S agreement so that the CSB will continue to own the mains under the bank-owned road and provide an easement to the Abbott Library to attach to the ends of those mains
On December 1 CSB will present the Planning Board their plan for subdivision of the lot into three sections: Sunapee Center, the Abbott Library (Now 2.78 acres rather than the previous 2.5 acres,) and a smaller lot that includes the small house to the east of Sunapee Center.
- C. Non-Respondent Ski Tow Hill Donor Mailing: Anne Nilsen reported that since our last meeting there have been two more responses from donors saying that we

Abbott Library Board of Trustees Minutes
November 15, 2011
Amended

can keep their donations, amounting to \$2500. That brings the funds that can be retained up to \$7690 out of a total of \$22285. At this time, about half of the mailings have been returned or sent back as undeliverable. The funds not yet accounted for because of no response amount to \$14,595.95. Terri W suggested that we could wait another month before approaching the court to obtain permission to keep monies not yet asked for.

- D. Sunapee Center Sign: John Wilson reported that he and Peter Urbach convinced Roger Landry that the library should be treated as part of the town, so permission was granted to place a sign with size up to 96 ft². A 20 ft. long, 7 ft. high, enclosed trailer has been donated to use as a support for an 8 ft. x 12 ft. sign. However, the sign painter who will make the sign said that a 4 ft. x 16 ft. sign would provide more readable letters. Wilson did not disclose how the trailer would be placed on the site. The painter will do the sign for \$200 and can complete the work in one day. John agreed to check with CSB's Moody about this sign. On motion by Jean Molloy, Barbara Hollander 2nd, John Wilson and Peter U will go forward with plans for this sign with expenditure of up to \$200 approved unanimously.
- E. Outreach Update: Jean Molloy presented a handout detailing the costs for Kearsarge Shopper ads, car magnet signs, and lawn signs.
- i. Kearsarge Shopper Ads: After discussion about size of an ad (1/16, 1/8, or 1/4 - page) John Wilson, with Jean Molloy as 2nd, moved to place 1/4-page ads for nine weeks beginning in early January. These ads, costing about \$106 per week, will use questions & answers from the already prepared Q & A mailing and others that may arise between now and then. The motion passed unanimously.
 - ii. Car Magnets: Jean Molloy passed out car-magnet signs for inspection. To improve the sign's appearance, it was suggested that the words 'SUNAPEE LIBRARY' should appear in front of the lighter, orange-yellow background. Based on a linear cost of 40 signs at \$179.99 with \$33.12 shipping, Terri W moved, with John Wilson's 2nd, to purchase 200 of these (The cost should be about \$1066.) The motion passed unanimously.
 - iii. Yard Signs: Jean displayed a sample of a yard sign. The cost for 40 of the yard signs, holders, and shipping is \$339.56. The board decided to defer a decision on purchasing yard signs until the December meeting. Peter U suggested drafting alternate versions of text to use on the yard signs for consideration in December.
 - iv. Video: Terri said that she and John Walden met with Merry Armentrout. Merry and her husband have a business that produces videos. Merry told Peter U after the last Trustees meeting that she and her husband would volunteer their service, with a \$100 charge for use of their equipment, to produce a video supporting the New Sunapee Library project that will be

Abbott Library Board of Trustees Minutes
November 15, 2011
Amended

placed on Facebook, YouTube, and the Library website. The video would involve town resident interviews showing their support for the Library. People in town could be contacted by e-mail to let them know about the video postings. Mary Epreman moved, with Jean Molloy's 2nd, to accept the Armentrout offer of video production, with \$100 cost for use of equipment. The motion passed unanimously.

- F. Foundation Update: Terri W said that the IRS application has been submitted but their response may take up to 90 days. The approval by the Attorney General's office of the Foundation should arrive before Thanksgiving. That approval will allow solicitation of donations to begin, although donors would have to be advised that deductible donations could not be made until after IRS approval of the tax-deductible status of the Foundation.

The Advisory Council for the Foundation is now in place. The members are: Shaun Carroll, Jim Currier, Dick Dulude, Gerry Farland, Scott Flint, Walt Goddard, Joe Internicola, Jean Molloy, Meagan Reed, Joanne Skarin, Kathy Springsteen, Harry Tether, and Kiki Schneider. Names of the Advisory Council members will appear on the Foundation's stationery, they may be consulted by email about areas of their expertise, and will attend a June Foundation meeting. John Wilson added that he and Mindy have a plan to meet with every member of the Advisory Council before the end of the year to talk with them about the Foundation's work and see if they have any suggestion regarding people to approach for donations.

Terri W initiated discussion of the distribution of naming opportunities. Mary E expressed concern that no naming opportunity was included for the Director's office, workroom, and staff room. There was support for Mary's concern. Terri W indicated that the Foundation plans to honor Sharon Montambeault for her service by naming the circulation desk in her honor, using many small donations to make up the \$30k of that naming opportunity. The Foundation is preparing a list of previous donors who had made gifts for naming opportunities to give them the option to support that opportunity with their donation. Peter U expressed concern that the entire amount to be raised by donations appears to be accounted for within the naming opportunities, leaving no room for other small donations to fulfill the funds to be raised. Terri W said she would take all of these concerns back to the Foundation's next meeting next month.

- G. Mailing Before Vote: Terri W, raising the issue of a final mailing to Sunapee voter's asked if such mailing should be before the deliberative session or before the March vote. Peter U thought that the mailing should be just before the vote and needs to be just a postcard-sized item. Peter U will prepare a draft of this mailing for the next meeting.

VIII. Old Business: None

Abbott Library Board of Trustees Minutes
November 15, 2011
Amended

IX. Other Business: None

X. Public Comment: None

XI. Adjournment: At 8:20 PM Barbara H, John Wilson 2nd, moved to adjourn, and the motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "James G. Gottling".

James G Gottling, Secretary