

*Abbott Library Trustees
Board Meeting Minutes
Thursday – December 9, 2010
Meeting at Kilton Library, West Lebanon, NH*

Members Present: Terri Jillson White, John Wilson, Rhonda Gurney, Barbara Chalmers
Alternates Present: Mary Epreman, Jean Molloy and Anne Nilsen
Also: John Walden, Director
Members Excused: Peter Urbach, Tracy Nangeroni & Faith Reney

Attendees from Lebanon: Beverly Damren, Chair of Lebanon Trustees and Lou Ungarelli, Director

The meeting was convened at 10:00 a.m. with Mrs. Damren and Mr. Ungarelli providing Sunapee attendees with an overview of their process and a question and answer exchange between the two groups. Information included:

*Lebanon has two libraries: Lebanon Public library on the Green in Lebanon and Kilton Library in West Lebanon. The Trustees and Director are responsible for overseeing both libraries.

*Lebanon Trustees had received a \$1,000,000 gift from the Kilton Family in 1999

*Land was Purchased in 2001 for a cost of \$525,000 and the Kilton Committee was formed

*Feasibility Study was conducted in the fall of 2005 by Christine Graham from Burlington, VT

*In January of 2006, a 501c3 foundation was established with the assistance of Terri Knowles/NH Charitable Trusts. After construction was complete, the foundation has continued as an endowment for the library.

*In April of 2006 a design was shared with the Trustees & Foundation and the final design was approved in June of 2006

*Capital Campaign kickoff – February of 2007

*Many large gifts were received from businesses in the Lebanon area

*Previous Square Footage was 4,000 and current square footage is 15,200

*Cost of construction was \$5.2 million. \$1.5 million was received from City of Lebanon/Capital Improvement Funds. \$3.7 million was received from private donations

*Trustees and Staff made a financial commitment to the project before asking others

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*Trustees asked for donations after receiving guidance from the feasibility consultant. Trustees received talking points which they used when speaking to potential donors.

*The building contains many “green” features. The green design helped with fundraising efforts.

*Mr. Ungarelli was involved in asking donors for funds and commented that this worked because he had a staff in place that could take over running of the library in his absence.

*Mr. Ungarelli commented that this project was a huge undertaking. It ran smoothly because of the relationship with the lead architect. He felt it would have been helpful to have more people involved in the capital campaign.

*The meeting finalized with a tour of the facility.

Meeting was adjourned at 12:00.

Respectfully submitted,

Terri Jillson White, Chair

Attachments: Traffic & Circulation Statistics
Volunteer and Meeting Room Statistics
Library Visit Questionnaire