

Abbott Library Trustees Minute Meetings
May 21, 2007

Present: John Mapley, Treasurer; Allison Mollica; Rhonda Gurney; Peter Urbach, Chair; and John Walden, Library Director, Lisa Bozogan, Betty Tatlock for Allan Davis, Paul M. Pratt, alternate, Mary Empremium, Alternate.

Absent: Allan Davis

I. Approval of Minutes –April minutes approved without discussion.

II. Chairman’s Report

- a. Trustee Election – In the March election of trustees, the Town Office made an error in determining who should have run in the election. Allison’s term was up and she was inadvertently left off the ballot. As a result, the trustees need to make a recommendation for a nomination to the selectman for the appointment of a trustee. Allison was nominated, seconded and unanimously approved for nomination to the selectmen. Allison would be asked to serve until the next election and could then run for election for the remainder of the term.
- b. Bushueff Letter and Response - Lisa voiced her objections to the letter being sent with the implication that it was from the Board and also represented her thoughts which it did not. Lisa insisted that the intent of the letter was to represent the feeling of the entire board and she feels that the letter does not represent her views. Peter noted that correspondence does not have to be answered at a public meeting and that a number of members made contributions to the letter via e-mail discussion. Lisa indicated a wish to be on record as not voting to send the letter and choosing not to participate in the revisions of the letter. Rhonda noted that she did not participate in the discussion either way. Peter added that all other board members participated actively in the drafting of the letter to Ms. Bushueff.
- c. Lisa suggested a motion to wit:

“In order to meet the goals of the New Hampshire Right to Know Law relating to open meetings and access to public records the Board of Trustees of the Abbott Library will follow the guidelines provided by the New Hampshire Government Law Center which recommends limiting the use of e-mail communications to scheduling meetings and proposing agenda items.”

Rhonda seconded the motion. Sally noted that the board has been conducting some limited business by e-mail over the last several years. Crafting and editing documents via email is much more efficient. Peter noted that at no point were formal votes taken by email. The communication from a citizen to the board and the drafting of a reply does not have to be done at a public meeting. Sally indicated that the board has always worked in harmony with each other and it is difficult to get work done without email. John M. stated “I am completely disgusted by the whole thing. I have been a trustee for many years and we have always enjoyed the meetings, we have always worked very well together and now there is someone trying to split the whole thing up. That is not what we are here for. We are here to move ahead for the benefit of the Abbott Library and that is not what it is turning into and I am disgusted with the whole thing.” Allison expressed not being in favor

of limiting email to agenda items and scheduling meetings. She noted how email significantly enhanced the ability for the board to successfully plan a library, raise 1.6 million dollars and getting to the construction phase due to their ability to communicate via email. After much discussion, the motion was defeated 5 to 2. Chair asks for further comment on Bushueff letter and/or response. No further discussion.

d. Legal Issues – Are Public Hearing Required on Campaign Contributions - . Lisa had previously put the question to Terry Knowles (AG’s Office) and she responded it was an “unanticipated” gift, but Lisa did not advise her of the 2002 town warrant which was a critical factor. Town Counsel Tim Bates advised that the town warrant authorizing the raising of \$1.8 million in the capital campaign made the gifts anticipated and not “unanticipated” as the statute states. This issue has been resolved.

Legal Issues - Anonymous Contributions – The opinion from Melissa Martin, New Hampshire Library Trustee Association. She said the town’s vote to terminate the work on ski tow hill constitutes a change in the original contract between the library and the donors. Our letter to donors constitutes a new contract and therefore donors could request their donations to be made anonymously. We have accepted that advice..

- e. E-mail Archive –The Board decided in March 2007 that our exchanges of emails be made public. John W. is capturing current emails and putting them on CD ROM for public access at the library. The files currently go back to January 1 2007. Discussion on how much further back the files should go. Motion suggested by Allison Mollica to archive from October 1, 2006 (This being the date when the decision to proceed with the new library construction was taken). 6 For; 1 Abstention. Motion carried and archives will be maintained from Oct 1, 2006.
- f. Library Trustee Course – Mailing about the course offered by the Attorney General’s Office May 31, 2007 (Shelburne) or June 19, 2007 (Concord). Chair urges new trustees to attend. See John W for details

III Director’s Report

- a. Automation System Report. Director reported a seamless conversion of data without any problems. Currently working on the web site to tie things together more seamlessly.
- b. Circulation – April circulation is up, but still down about 3% for the year.
- c. Proposed Policy Change for overdue materials, fines, and billings. See John M’s write up of new policy, attached. Motion to accept the changes. Approved unanimously.
- d. Review of new reports generated by the new automation system. Activity Reports by Borrower Types for Location and Activity by Location and Collection.

IV Treasurer's Report: John Mapley –

- a. Resignation. As of June 30 John Mapley will resign from his positions as Library Trustee, Library Treasurer, and New Sunapee Library Capital Campaign Treasurer. By June 30 he will have completed work on campaign refunds and all final campaign reports. The Board expressed much appreciation and thanked John for his extensive work on the board and particularly the tremendous

effort as Campaign Treasurer before accepting his resignation.

b. Financial report -

Donor Letter Status and Check Distribution - 143 requests for refunds. Cash and Pledge cancellations total \$897,990.44. Three donors still have to make decisions totaling \$300,000. 55 refund checks totaling \$444,182.20 have been written to date. Balance in interest bearing refund account is now 366,828.40. Additional CD's will be maturing shortly.

V Campaign Steering Committee. Sally Southard –

Steering committee is wrapping up and reports will be finalized and submitted to the board. Final Steering Committee meeting Wednesday June 13.

VI Building Committee (Lisa/Rhonda)

- a. Rhonda read a letter about the New Library Forum/Community Forum. Letter has been submitted with the minutes. Various town committee chairpersons spoke at the forum about their committees including the recreation committee, Planning Board and elementary school building committee. They hope to have a full building committee in place for the library for their first meeting by the end of May. Betty Tatlock expressed confusion about the meeting being a Community Forum when it was primarily marketed as a library forum. Allison concurred. Rhonda reassured the board that the focus of the meeting was to open lines of communication between committees and bring committees together to find ways to support each other. Lisa added that it was not an official meeting, but rather a “forum.” Sally asked for results that stemmed from the “forum” directly impacting the new library. Peter suggested that the building committee meeting at the end of the month would provide more substantive information on the planning for the new library.
- b. Discussion to Amend Building Committee Charge - Lisa proposed a change to the Building Committee Charge to add additional public member. Motion by Rhonda, seconded by Lisa to Amend the Building Committee Charge. – to add a third public member. Motion passed 6 Favor; 1 Abstention (Betty). Three public members may be appointed to the committee. The backgrounds of all three candidates had previously been distributed to the Trustees.
- c. Discussion of whether the committee member needs to be a registered voter. According to Dan Banks, the town clerk researched the questions and found no reason why they have to be a Sunapee registered voter. However, the Trustees had written this into the Building Committee Charge that the Public Members be registered voters and it is the Board's prerogative to stipulate this.
- d. Nomination of Public Building Committee Member #1 - Lisa Meanan announced that she would be happy to be part of a positive effort in moving forward. Nomination approved unanimously.
- e. Nomination of Public Building Committee Member #2 - Peter White was not in attendance, but application was reviewed and was noted as highly qualified. Betty Tatlock questioned conflict of interest since he is a local architect. Rhonda assured us that Peter W. does not have intentions of pursuing the job. Peter Urbach worked with Peter White on the Zoning Board and recommends him for the position. His firm is the sister firm of the architectural firm we originally used for the ski-tow hill property. Nomination approved unanimously.
- f. Nomination of Public Building Committee Member #3 - Barbara Chalmers has been brought forward for consideration but is not a registered Sunapee voter.

Provisionally approve this person subject to a letter from this person of intent to register to vote in Sunapee and a letter from Betty Ramspot indicating that it was ok to serve on the board if you are not a registered voter in the town.

Nomination approved unanimously subject to the two conditions relating to voter registration.

- g. Second vote to formally amend the Charge to 3 public members. – Due to secretarial error the vote was made again to formally amend the Charge to 3 public members. Unanimously approved.
- h. Swearing in of the Committee – Peter advised Lisa and Rhonda to see the town clerk for procedure on having the committee sworn in.
- i. Allison asked the question of when the library would require another town warrant to pursue the building of a new library. It was noted that this initial Building Committee Charge was simply for planning and did not require a town warrant. No money can be raised by the Building Committee without a change in the Charge.
- j. Chair asked them to begin working as the building committee as soon as possible. Make sure to publicly announce meeting in accordance with the Right to Know Law. Rhonda suggested that the first meeting may take place Wednesday, May 30th.

VII Discussion of New Building Planning – Rhonda and Lisa

- a. Rhonda and Lisa recommended deferring discussion until the full building committee has a chance to meet and make initial progress.
- b. The board asked Lisa to provide a copy of the Powerpoint shown at the community forum prior to the next board of trustees meeting so it could be reviewed and discussion could take place at the next meeting. Peter asked Rhonda to advise the board when the Community Forum would be scheduled to be aired on NCTV and when a copy on tape would be available at the library.

VIII Book Sale Status Report – Lisa

- a. Thanks to Ron Verblaw have storage at Sunapee Storage for book sale. Ron took time to get boxes and arrange to have volunteers.
- b. Reserved gym for the 14th of July (Friday before through Saturday afternoon).
- c. Jerry Farland will volunteer to bring books from storage to facility.
- d. Flyers and big signs will advertise the change of location.
- e. Pancake breakfast will be the same day and an antique car show.
- f. Books and videos were donated from the 5th grade yard sale leftovers.
- g. Disposal for unsold books will be planned for.

IX Public Hearing on Friends Gift – Peter

- a. The Friends of the Abbott Library are donating \$20K toward the new automation system. Notice went in the Eagle Times on May 11 announcing the public hearing. The board thanked the Friends for the Gift.
- h. The Chairman asked for public comment. There was none. Motion to accept the gift was made. Unanimously approved.

X Future Board Meeting Location - Peter

The board considered sentiments about where the meeting should be held. Lisa noted that it is not legal to have meetings in locations that are not wheelchair accessible. Peter noted that the library has wheelchair access if the meeting is held upstairs. Board decided to continue to hold meetings in places where the board and community audience could be accommodated. As long as the public audience is large this will be Safety Services or the New Town Hall Meeting

Room when it becomes available. If public interest subsides, the library may be reconsidered as a location.

XI Other Business

- a. Betty suggests that if the public wants to submit comments or suggestions at a board meeting they should request to be put on the agenda.
- b. Sally noted that after hearing advice to “be positive” as if it were a new concept that in the last four years as chair of campaign and primary fundraiser – everyone she talked with was positive and all the people she worked with were positive..

Adjourned at 7:35pm.

Drafted by Allison, edited and submitted by Peter as acting secretary