

## Abbott Library Trustee Meeting ~ September 18, 2007

**Members Present:** Peter Urbach, Rhonda Gurney, Steve Fair, John Mapley, Paul Pratt, alternate (for Faith Reney), Mary Empremium, alternate, (for Sally Southard), Lisa Bozogan. Also present, John Walden, Library Director

**Members Absent:** Sally Southard and Faith Reney

**Meeting Attendees:** Sue Gottling, Ann Nilsen, Betsy Katz, Betty Tatlock

**Submitted by:** Lisa Bozogan

---

On September 18, 2007, those noted above met at the Abbott Library. The following are the minutes relating to the topics and discussions that took place.

Still no secretary; one needs to be appointed. Lisa Bozogan will serve as acting secretary.

Minutes of the August 21, 2007 meeting of the Abbott Library Board of Trustees were approved: **6 in favor, 1 abstained.**

Betsy Katz-Endowment Proposal (Betsy's outline attached)  
Betsy returns this month to give in-depth report on Endowment Funds for public libraries. Betsy questioned whether Trustees have an endowment in place. Peter thinks not. Endowment funds would make monies available not provided by the town. Creating and cultivating an endowment fund takes community involvement, needs to be set up as 501:C, needs logo, needs mission statement, needs beloved community member to act as honorary chair. All need to work positively towards a future goal. This is a year-to-year, ongoing organization.

Discussion followed about the need for an endowment committee while the "Friends" are already in place. Peter mentioned keeping the fundraising for new library separate from this endowment discussion. Role of "Friends" was discussed. Betty Tatlock will present the endowment idea at the next "Friends" meeting to see if board of directors is in favor of adopting a new Endowment Committee. Rhonda mentioned that Richards Free Library in Newport, NH had both a "Friends" and Endowment Committee in place.

Betsy said she would be involved in any way she could to meet the needs of the library and the Town of Sunapee. Questions need to be answered regarding the tax ramifications of Friends versus Endowments to insure we don't duplicate the efforts of the "Friends."

Betsy will meet with Betty Tatlock, and then meet with "Friends," then report back to the Library Trustees. Betsy announced a September 25<sup>th</sup> meeting of the Old Town Hall Committee who are presenting a power point on the Charrette.

**Chairman's Report:** Susan Nooney has worked, pro bono, for about 8 hours thus far making considerable progress (justifying the accounting) but at this point the problem has not yet been solved.

Trustee needed to replace John Mapley as John resigns tonight as Treasurer of the Abbott Library. Agenda should read: Elect a new *treasurer* to replace John Mapley. Steve Fair is prepared to take on this task. John Mapley will stay on as trustee while working with Susan Nooney to wrap up campaign reporting and will remain as campaign treasurer.

Trustee Orientation courses are available during month of October. Peter recommends all trustees try to attend.

**Director's Report:** John Walden reports that he will be on vacation next week, returning October 1<sup>st</sup>.

John Walden hired a new staff member, Heather Weir, to work 10 hours per week in the children's area. Heather is hired in lieu of a full-time children's librarian for which John has been lobbying unsuccessfully for several years. John did not have Heather's resume' on hand, but reported that she has a teaching background. John requests the board make a motion to approve the hire retroactively. **Board voted 7-0 in favor of new hire.**

John Walden reports that year-to-date, 168, (11 %) new library cards were issued to brand new members; 1332 (89%) existing patron cards have been replaced. ASK is back in full swing, with 21 - K & 1<sup>st</sup> graders signed up for Monday, 12 - 2<sup>nd</sup> & 3<sup>rd</sup> graders signed up for Wednesday, and 21 - 4<sup>th</sup> & 5<sup>th</sup> graders signed up for Fridays.

John Walden reviewed the 2008 proposed budget (green sheet attached). John was instructed by town management that the budget for '08 remain status quo. While the budget total remains consistent with that of 2007, shifts have been made to several line items. Biggest increase will be seen in TLC software. Any budget cuts deemed necessary will be taken from the materials budget.

**Vote 7-0 to accept and approve John Walden's budget as presented.**

**Treasurer's Report:** (copy attached)

Peter and John Mapley have met 2 or 3 times with Susan Nooney and have found ½ of the \$7000.00 discrepancy. This discrepancy stems from a complicated situation that resulted from the sale of stock donated to the library. To begin, John "met with the organization that was selling the stock and stocks were to be remitted to the Library Cash Book Account. That didn't happen for awhile, and then we were accounting for that in a different way, and because of that, we were not properly accounting for sales of stock reflecting it as a donation; we were reflecting it as donations doubly. We have found \$3359.00." John Mapley will be meeting with Susan on Friday to see if they can find more of the approximately \$3500.00 still "out."

John Mapley reports that during March Town Meeting, \$25,000.00 was voted towards the Library Building Fund. John talked with Donna who doesn't want to release the

funds until December. John had said previously that those funds would be available in July; he wants those funds as soon as possible.

**Building Committee Report from Rhonda Gurney** (copy of Building Committee minutes attached)

Painted Lady and Alexander property are off the site selection process. Rhonda reports that Chris Lizotte was in attendance at the last Building Committee meeting and is presently preparing three different sketches/presentations of placing the new library on Riverway property. After some discussion, it was explained that Chris will be looking at a 10 and 20 year plan for a new library.

**Sunapee Cove Proposal**

Rhonda explained that she set out to develop a community outreach program to serve shut-ins at Sunapee Cove. Rhonda approached Betty Tatlock to see if the “Friends” would like to be involved in this project and Betty felt the “Friends” would have no interest in taking this on. At this point, John Walden and Ann Nilsen have created a 3-ring binder of Audio/Video and Large Print items which will be presented to the Sunapee Cove. John Walden will now take this program under his wing and will work with Sunapee Cove staff members who will take books and other media to and from the Library and Sunapee Cove.

**Bylaw Review** (copies attached)

Original bylaws and suggested changes will be forthcoming from Paul and Rhonda. Only one or two major changes and several minor changes can be expected. Final draft will be ready for trustees to peruse by October’s meeting.

**Election of 3<sup>rd</sup> Trustee Member to Building Committee**  
**Faith Reney is nominated and approved 7-0**

**Election of New Library Treasurer to Replace John Mapley**  
**Steve Fair is nominated and approved 7-0**

**Other Business**

Paul and Rhonda noted that, per the bylaws, a message board must be in place in front of the Abbott Library. After discussion, it was the consensus of the board that we need a new sign-board. John Walden and Paul will research and report to trustees at next month’s meeting.

Status of Library Survey: More surveys will be distributed through “Communication Folders” at the Sunapee schools, and also distributed at the Chowder Challenge. Building Committee is sharing results of these surveys and would like a few more months to collect and compile information.

Meeting adjourned 7:18 p.m.