

Abbott Library Trustee Meeting ~ October 16, 2007

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

Members Absent: Sally Southard

Meeting Attendees: Peter White, Anne Nilsen, Sue Gottling, Mary Epremian, Betty Tatlock, Bruce Jennings, Bruce Burdette, Barbara Chalmers, Carl Keyser-Argus-Champion, Dan Banks

Submitted by: Lisa Bozogan

On October 16, 2007, those noted above met at the Abbott Library. The following are the minutes relating to topics and discussions that took place.

Peter Urbach comments that when one abstains during voting, one must do so overtly.

The minutes of September 18, 2007 were approved 7-0 – unanimous.

The following bullets represent points of clarification Peter Urbach wanted to make regarding the minutes of September 18, 2007.

- Trustees who have not already attended training workshops should attend. Most trustees have already done so.
- John Walden lobbied *selectmen* unsuccessfully for a full-time children's librarian, not the trustees.
- TLC software was not an unexpected cost; it was approved by trustees and town manager

Chairman's Report: none

Director's Report: Abbott Library is participating in The Big Read program and is among 60 libraries to do so across the state. John Walden is working with the 9th grade English teacher in an effort to have high school students participate in this event.

Abbott Library has purchased several foreign language programs in a CD/workbook format. Due to the complexity of these programs, the circulation time will be one month.

Mysteries have been shifted. Items will no longer be kept on top of the shelving units due to safety concerns. Books on tape have been eliminated from the collection and donated to the Sunapee Middle High School. Henceforth, Abbott Library will purchase only Books on CDs. Should a patron call for a book on *tape*, the director will request that via inter-library loan.

Treasurer's Report: (copy attached)

Steve Fair gave an overview of the financials for the month of September, 2007. Steve is generally pleased with the format used in the past, and will make minor adjustments to the reporting style as he sees fit.

Capital Campaign Wrap-up: (copy attached)

John Mapley reports that upon advice given to him by Susan Nooney, an unresolved amount of \$3431.53 will be placed under line item "Unreconciled Adjustment." According to John M., Susan stated that in a 1.2 million dollar campaign, this amount is, "not worth the effort," to find.

Peter Urbach points out that the \$1,285,429.46 figure listed under "Sub total – Donations Received" is cash only; this figure does not include pledges.

John Mapley informed trustees of one major donor who is deciding on whether or not to request a refund. Because of this, John mentioned certain monies were not available for expenditures at this time.

Peter Urbach questioned why a certain check for architect services in the amount of \$2000.00 did not appear on this month's financials; John Walden explained that it would appear on next month's reporting.

John Mapley reports that \$56,000.00 is accessible to trustees from Trustees of the Trust funds. Accessible monies from all sources fall just under \$100,000.00.

Discussion followed regarding the resolution to call the \$3431.54 an "Unreconciled Adjustment," Peter Urbach commented that this amount was probably "...double counting of stock transfers or something like that."

John Mapley proposed that the board accept the treasurer's report dated September 23, 2007, titled Status of New Sunapee Library Capital Campaign

Vote to accept resolution/report: 6 in favor 1 abstaining (L. Bozogan)

Peter Urbach wrote a letter of thanks to Susan Nooney for work done on the capital campaign and the board agreed it proper to send.

Building Committee Report: (copy attached)

Rhonda Gurney wishes to thank all Building Committee members and meeting attendees who have given so much to this process.

Building Committee recommends the Riverway/LSPA site for the building of a new town library. Committee is projecting an approximate 2010 completion date, noting that anticipated growth factors were based on population increases thought likely to be in place during 2010, versus 2007.

Old Town Hall (OTH) committee has a different timeline from the Library Committee, so library will move ahead in proposing a library standing free of the OTH. Betty Tatlock, representing the OTH Committee, states that having the library adjacent to their site will be beneficial to their fundraising efforts. OTH and Library committees will work closely to compliment one another and to insure no duplication in services.

John Mapley questioned the phraseology "recreation deed restrictions" used in the report in reference to the Ski Tow Hill (STH) property. Terms will be changed in the report to reflect the true obstacle being that of STH's restricted status due to its being a Town Forest property.

Peter Urbach and John Mapley took exception to the words, "lack of public support," regarding STH. Peter White said that we would not be having this discussion at all tonight if there had been adequate public support for the STH location. Peter White assures the trustees that all sites, including STH were thoroughly examined.

On-site, street, and nearby parking issues were discussed and it was determined that there are about 15 or 16 on site parking spaces available at the recommended site, as well as room for future building expansion.

Seasonal population trends were discussed. Barbara Chalmers used the Wisconsin Public Library Standards Guidelines (WPLSG) to calculate projected seasonal percentage increases. Barbara points out that the Wisconsin standards were used by Prentice Jackson when she advised the trustees in the last library building effort; however, Prentice never took into account seasonal fluctuations when reporting to the trustees.

Per the formula found in the WPLSG, Barbara took the 4749 seasonal (three month) increase in circulations and compared that to the annual circulation figure of 40,600, justifying a 10 per-cent seasonal increase.

Peter White points out that while there may be seasonal increases, patrons do not all show up at the same time, and to build a year-round library based on seasonal population bursts would not be sound planning.

Peter Urbach comments that on page 2, Prentice Jackson used planning figures that differed from Barbara's and asked Barbara to comment on the variation. Barbara explained that her calculations were more accurate and went on to describe her methods in detail.

Peter Urbach questions room for on site expansion after the first 10 years. Building Committee is now recommending a 9200 square foot building with a 20 year projected increase to 10,200 square feet.

Betty Tatlock voiced concerns about the proposed meeting room accommodating 35 people. Rhonda Gurney reminds attendees that the Knowlton House has a meeting room with a 75 person capacity which is available for community use. Peter White asks about the 75-100 person meeting room that was phased out of the STH library plan. Peter Urbach suggests "postponed" as a more accurate term.

Rhonda Gurney brings up the plan to build a pedestrian footbridge landing on the proposed library site, thereby increasing the ease by which patrons can park and gain access to the library.

Peter Urbach asked committee members about their next steps in this process. Peter White responds to the query by discussing the committee's plan to formulate a written proposal towards the end of December in anticipation of the March 2008 ballot. Short-range planning includes developing a building plan, budget, and construction schedule on the

approved site. When approval is received on those items, the committee will fulfill other requirements to insure we are on schedule for the 2008 warrant.

Rhonda spoke with the Town Manager regarding the cost of acquiring the proposed building site. Town manager stated that the Selectmen would choose someone to represent the Town and Selectmen to negotiate acquiring the property. Rhonda said it would have to be a warrant article for the town to acquire property and it would have to go through the Selectmen.

Motion to accept the Harbor Riverway/LSPA site for the new Town Library: Vote: 4 in favor 1 opposed 2 abstained

**Motion to allow Building Committee up to \$30,000. for architectural fees to Sheerr, McCrystal, Palson:
6 in favor 1 abstained**

Library Survey

Rhonda reported that 1900 surveys were mailed, 200 went home in school “c-folders,” and many were handed out at the Chowder Challenge. 125 surveys were returned and among them, 26 individuals stating their willingness to volunteer for the library or on the capital campaign.

John Mapley revisits the aforementioned vote for architectural fees with concerns about spending money without knowing what the outcome will be. John wants to know who is running the fund-raising and how. Peter Urbach assures John M. that a design plan must be in place before further arrangements can be made. Peter White explained to John Mapley that it was not the charge of the building committee to tend to the business of fundraising. Peter Urbach advised the attendees that a special meeting of the trustees will be called to review the designs on a timely basis.

Endowment Proposal:

Betsy Katz will be prepared to discuss this during the November trustee meeting.

By-Law Review

Paul Pratt reviews his work on the process, crediting Peter Urbach with having all the work on his computer. Rhonda Gurney points to Section D, Article 4 where it states that during a trustee meeting either the chairman or

assistant chair needs to be in attendance. Rhonda met with the Town Manager, and was told to advise the trustees to eliminate that section. Town Manager says trustees may have a meeting without a chair or assistant chair present. Paul Pratt objects. He says that Rhonda is stating the town manager's *opinion* and that there is no statute to back that up. Paul plans to speak to the town manager himself to clarify the position. Peter Urbach adds that these are "our" by-laws, and unless there is a statute saying you can have a meeting without the chair or co-chair, "we can make the rules any way we want. If it turns out it's illegal, then we'll revise the by-laws."

Town manager recommends we send the revised by-laws to the library lawyer, Melissa, in Lebanon, for review. The trustees agree.

Motion to accept by-laws as revised, unless found to be unacceptable due to State statutes:

Unanimous 7 yes

Election of Assistant Chair and Secretary:

Motion to accept Rhonda Gurney as the Assistant Chair

Unanimous 7 yes

There are no volunteers to accept the position of secretary.

Other Business:

Motion to spend up to \$840.00, payable to Peter Maurer, for a new bulletin board for library business stated as a requirement in the by-laws:

Unanimous 7 yes

Meeting adjourned: 7:40 p.m.