

MINUTES OF THE ABBOTT LIBRARY TRUSTEES' MEETING
Abbott Library – Sunapee, NH
January 19, 2016 APPROVED

Trustees: Terri White, Chair; Xan Gallup, Vice Chair; Denise Bressette, Treasurer; Jim Currier, Carol Brudnicki, Tom Mickle.

Alternate Trustees: Lois Gallup, Sharon Palmer and Suzi Churchill.

Library Director: Mary Danko

Public: John Augustine and Larry Brudnicki

I. CHAIR'S REMARKS

Terri called the meeting to order at 6:30 p.m. Terri noted that Lois Gallup would be sitting in for Jane Frawley who had an excused absence and Terri would be keeping the minutes of the meeting.

II. APPROVAL OF MINUTES

Carol Brudnicki moved acceptance of the Minutes dated December 15, 2015 as submitted. The motion was seconded by Lois Gallup and voted unanimously by the Board.

III. REPORT FROM THE FRIENDS OF THE ABBOTT LIBRARY

Terri reported that there had not been a Friends Meeting since the last Trustee's meeting. There will be a meeting of the Friends Board on January 27, 2016 at 5:30 at the Abbott Library.

IV. REPORT FROM THE ABBOTT LIBRARY FOUNDATION

Terri moved over this part of the agenda as Tom had not yet joined the meeting.

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V. TREASURER'S REPORT

Denise reviewed the financials and passed out an updated Operating Account – Profit and Loss statement. The final, monthly stipend has been received from the Town but does not appear in the financial reports.

All invoices have been paid in December with one more to be paid to the alarm company. When all bills are paid, we ended year end 2015 approximately \$4,700 under budget.

Denise presented the Manifest of Bills – All Bills Entered December 2015 with a report date of 1/16/16. Xan Gallup moved to accept the Manifest of Bills – All Bills Entered December 2015 with a report date of 1/16/16. The motion was seconded by Jim Currier and voted unanimously by the Board.

Terri noted that she needed to turn information into the Trustee of the Trust Funds regarding our reconciliation of accounts.

IV. ABBOTT LIBRARY FOUNDATION

Tom updated the Board of on the Foundation Board Meeting held on January 6, 2016.

*\$1800 had been raised with the October Thursday's Child Dinner at the Coach House Restaurant in New London.

*The Foundation is hoping to put out a Spring Newsletter

*Gala to be planned in July around the week of the Pancake Breakfast

*The Foundation paid for the generator which is now installed along with the first delivery of propane.

*The Foundation is waiting on the final bill for the new library project to see when they would need to activate the Foundation loan to pay for construction.

*The Foundation is looking for additional projects to fund. Suggestions made have been: solar panels, a shed for the snow blower, lighting for the upper parking lot. A boardwalk over the wetlands to make a learning center area. The Foundation would like some direction from the Trustees. Terri suggested waiting until more information is learned regarding the strategic plan as ideas might come up through that process which would warrant funding.

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*Tom updated the Board of Terri White's resignation from the Foundation Board which leaves a Trustee vacancy. Any Trustee interested in serving should see Tom.

VI. DIRECTOR'S REPORT

Mary reported the following:

*Members of the Sunapee Police Department had stopped in and read to children in the ASK program. This was very successful.

*Mary had an opportunity to attend an American Library Association conference held in Boston.

*Mary attended the Town Budget Hearing. Many good questions were asked.

*In Partnership with the Sunapee School District, Jon Reed will present a Digital Photo Management program on Saturday – February 13 at 9 a.m.

*Valentine Programs are being held in February

*The Library Statistics were reviewed and it was noted that Patron Visits/Year to date are up 59%.

CHAIR'S REPORT

STRATEGIC PLAN

At the December Board Meeting, the Board had asked Denise Bressette and Mary to take a first pass at information regarding like towns to Sunapee to include staffing levels, circulation, etc.

Mary and Denise had met and compiled a first draft of information and had forwarded to the Board for their consideration/direction.

After discussion, it was the consensus of the Board to have Denise and Mary refine the list to include: towns closer in population to that of Sunapee and with a similar number of library visits.

Mary also asked for information that Fred Gallup had shared at the Selectmen's meeting regarding Towns with similar valuations. Lois Gallup outlined she would get this information and give to Mary. Mary and Denise will provide updated information to the Board in February.

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The work Mary and Denise are completing is relative to the staffing component of the library.

Another component is to poll the community to see what they want “their library” to be. The information will include surveys which can be completed but Terri thought it would be helpful if a public forum were held first which might help the board define some of the questions. It was the consensus of the Board to hold a community forum on Saturday, March 19, 2016 for this purpose. Terri will facilitate the meeting and it will be posted as a Board meeting. The forum will be advertised at the library, on the website and an ad in the Kearsarge Shopper.

2016 ELECTION

As outlined in the Chair’s Report, there are 2/ 3-year library seats open during this election cycle. Carol Brudnicki and Terri Jillson White’s seats are open. Both Trustees wish to seek re-election and will be placing their names on the voting ballot.

Anyone interested in placing their name on the ballot for a Town/elected position must file with the Town Clerk between January 20 and January 29, 2016/5:00 p.m.

Anyone interested in running for school positions must register with the SAU 85 Office.

FIRE OCCUPANCY INFORMATION

Jim Currier is still following up on this information and will continue to work on this project and provide the board with an update at the February meeting.

STAFF HOLIDAY GIFTS

Terri thanked Xan for pulling together the holiday gift bags which were very well-received by the staff. They included many local food products.

7:15 – Carol Brudnicki needed to leave the meeting and Sharon Palmer, Alternate was recognized to sit in for Carol who had an excused absence/needed to leave early.

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ALTERNATE APPOINTMENT

Terri outlined that Sharon Palmer's alternate appointment was up on January 27, 2015. Terri had spoken with Sharon and she does wish to seek re-appointment. Terri has Sharon's application and asked for the Board's approval of Sharon Palmer to re-appointed as an Alternate Trustee.

Jim Currier moved to recommend re-appointment of Sharon Palmer as an Alternate Trustee. The motion was seconded by Denise Bressette and voted 6 – 1 abstention [Sharon Palmer] in favor.

Terri outlined that the next step would be to forward the application to the Board of Selectmen for their approval.

Terri will keep in touch with Sharon on the progress of her application.

MISC.

Terri shared a copy of the New Hampshire Library Trustees' Association Newsletter which hi-lights the Library of the Year award Presentation made to the Abbott Library in November.

Terri reported that the Board may have heard issues going on surrounding the Sunapee Schools. She encouraged everyone to become informed on school items.

The Superintendent of Schools, Russ Holden, will be holding a community forum on February 17, 2016 at the library beginning at 6:30. She encouraged the Board to attend and to put the word out to others in the community to attend.

VIII. OLD ABBOTT LIBRARY

Terri outlined that since the last meeting she had followed up with Bob Wells [Abbott Library attorney] who had followed up with Steven Whitley [Town of Sunapee Council]. Steven was out until January 11 and responded that he needed to follow up with Donna Nashawaty, Town Manager.

Terri had followed up with Donna and she does need to touch base with their council.

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IX. OLD BUSINESS/OTHER BUSINESS

There was none.

X. PUBLIC COMMENT

There was none.

XI. ADJOURNMENT TO NON PUBLIC SESSION

Terri White made a motion to enter into non-public session under RSA 91-A:3 IIa – the dismissal, promotion, or compensation of any public employee. The motion was seconded by Xan Gallup and all Trustees voted yes by roll call vote to enter into Non-Public Session.

Non –Public Session was entered at 7:25 p.m. The Board adjourned from Non-Public Session to Public Session at 7:40 p.m.

The action taken in Non-Public Session was to seal the minutes permanently.

XII. ADJOURNMENT

Xan Gallup moved to adjourn the Public Meeting. The motion was seconded by Lois Gallup and voted unanimously by the Board. The public meeting adjourned at 7:40 p.m.

Respectfully submitted,

Terri Jillson White, Chair
Abbott Library Trustees