

**Abbott Library Board of Trustees Minutes
Town Hall Meeting Room – January 15, 2013
Approved as Corrected**

Trustees: Terri Jillson White, Chair; Peter Urbach, Assistant Chair; John Wilson, Treasurer; James Gottling, Secretary; Jean Molloy; Peter Spanos
Alternates: Xan Gallup, Anne Nilsen, and Tom Mickle
Director: Mary Danko
Others: Sue Gottling, Selectman and Jeanne Wilson

I. Chairs' Opening Remarks – Terri White

Terri opened the meeting at 6:30 p.m. and asked Xan Gallup to sit in for Barbara Hollander, who had an excused absence.

II. Approval of Minutes – Jim Gottling

John Wilson, with second by Xan Gallup, moved to approve the minutes of December 13, 2012 as drafted. The motion passed unanimously.

Terri, with second by John Wilson, moved to approve the minutes of December 18, 2012 as drafted. The motion passed unanimously.

III. Report from the Friends of Abbott Library – Dick Katz

Dick Katz was not present. Terri had a phone call from Dick, and he had nothing to report.

IV. Director's Report – Mary Danko

In addition to her written report, Mary Danko provided a handout listing library statistics annually from 2007 through 2012. Although the circulation for 2012 was down compared to 2011, it is up compared to 2007. The number of online visitors is also up. Downloaded audio books increased since 2007, and downloaded E Books and music increased compared to 2011. Mary said that she met with John Walden for four hours after the reception. He showed her much about the library that she had not seen.

V. Treasurer's Report – John Wilson

John Wilson said that the Profit and Loss Budget vs. Actual for 2012 was about \$8000 under budget (\$7816.15). While most items in the budget were as they should be, the Payroll and Benefit Expenses was substantially under budget because of not having to pay for a director for about a month. The Project Status for December 2012 shows that \$550k is need to reach our goal. That will be reduced by \$100k when money is received from the recent estate donation.

Xan Gallup, with second by Pete Spanos, moved to approve the payment of items already paid and to authorize payment of all unpaid items in the Expenses by Vendor Detail for December 18, 2012 through January 14, 2013. The motion passed unanimously.

Peter Urbach asked about the vendor items listed under Joyce Martin's name, which relate to food and supplies for the ASK program. In the ensuing discussion comments ranged from getting a credit card for Joyce to use for these purchases to establishing a credit tab with a few suppliers. No conclusion was reached; Mary Danko will look into this issue.

Terri asked about the year-end budget balance and would it result in a check from the town. Mary Danko said "Yes," and suggested creating an account for these funds and to use that account for future purchases. Mary Danko and John Wilson will get back to the trustees about this next month.

VI. Chair's Report – Terri White

Terri said that the open house to welcome Mary Danko was well attended, despite competition from a children's sports event at Sherburne and a sunken boat event in the harbor. She thanked Jean Molloy for handling the refreshments for the event.

Jean Molloy asked if the trustees, whose terms end in March, would re-apply for the two open trustee seats. There were affirmative comments from both Peter and Terri.

VII. New Abbott Library

A. Building Update

Peter Urbach spoke about the meetings that he, John Wilson, and Mary Danko have had with the architect and construction manager. These have occurred about every other week. The first pass at a cost estimate for the building project including all of the early features amounted to \$3.2M. In order to trim this amount back to \$2.7M the following adjustments have had to be made:

- Reduce building area from 8,000 ft.² to 7,200 ft.². The porch and entrance areas amount to 829 ft.², so it could be argued that the overall area is still 8,000 ft.². Even with tightening of the floor plan, no significant changes have been made to the interior. This area reduction saves \$140k.
- Replacement of the bow windows, costing \$50k, with bay or flat windows.
- Use of a smaller skylight, at a saving of about \$50k.
- Cutting back on the amount of interior millwork, electrical work, and furniture (\$60k reduction).

In response to Anne Nilsen's question, Peter said that the \$2.7M figure includes the cost of the land.

Mary Danko provided a slide show of the most recent site plan, floor plan, and front and back external views. During this presentation, there was discussion about brochure details. There was consensus expressed that in the brochure, reference to having "raised \$800k" should be changed to "raised nearly \$900k" and that the numerical values in the funding plan table should be changed accordingly. The site plan and floor plan will be updated later this week, allowing completion of the brochure.

Jean Molloy moved, with second by Terri, to approve all of the changes described by Peter Urbach and suggested by the architect to maintain the total cost of the new Abbott Library at close to \$2.7 million. The motion passed unanimously.

B. Foundation Update (Taken up after Item C., ii.) – Mindy Flater was not present, however her report was distributed. Peter Urbach suggested that having the architect at one of the library open house events would be an attraction.

C. Warrant Article Update

- i. Wording – Anne Nilsen had suggested to Peter Urbach that the note following the library warrant article would confuse the voters and should be removed. Although it is now too late to remove the note from the notice regarding the deliberative session, the note can still be removed from the ballot. Accordingly, Peter Urbach moved, with second by Terri W, to remove the note from the ballot. This motion passed unanimously.

- ii. Deliberative Session – Terri said that she would provide a short presentation at the deliberative session. Brochure copies will have been handed out. Mary Danko will provide a slide show, showing the various plans: site, floor, and exterior. Xan Gallup will contact Dave Montambeault to have him there to present his motion to “seal the vote.” Mary Danko is preparing PowerPoint slides to show the division of funding between public and private. The library plans will be posted as close to the building’s entrance as will be permitted by Moderator Harry Gale.

VIII. Old Business

Terri said that the Armentrouts no longer have video editing equipment; but Mary Danko’s daughter, Meredith, might be able to do video editing. Mary Danko has been recording ASK program video, and she will send these off to Meredith.

IX. Other Business

Xan Gallup provided a tribute in memory of the recent \$100k donor to the Abbott Library project.

X. Public Comment – None

XI. Adjournment

Peter Urbach, second by Terri, moved to adjourn. The motion passed unanimously at 8:40 p.m.

Respectfully submitted,



James G Gottling, Secretary