

Abbott Library Board of Trustees Minutes
Town Office Meeting Room – November 19, 2013
Draft

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

I. Chairs' Opening Remarks – Terri White

Terri opened the meeting at 6:30 p.m. She asked Xan Gallup to act for Barbara Hollander, who has an excused absence. Terri also said that in addition to Jean Molloy's resignation as a trustee, Peter Spanos has also resigned. Terri explained that an alternate cannot replace a trustee who has resigned, so Tom Mickle would not be voting at this meeting.

II. Approval of Minutes – Jim Gottling

John Wilson said that the CD amount was \$50,280.

Peter Urbach said that in Section VIII, second line "recently" should be replaced with "yet." In Section X, line 2 he suggested replacing "town" with "community" and urged deletion of "possibly."

Terri noted that her name had been spelled "Terry" instead of "Terri" in Section VI at the start of the 3rd paragraph.

Xan Gallup moved, with second by Peter Urbach, to accept the minutes of October 15, 2013 as amended. The motion passed unanimously.

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

Dick Katz sent an email saying that he would not be present. Terri said that a Friends meeting is scheduled at 5:30 p.m. on December 12 at the library.

IV. Treasurer's Report – John Wilson

Review Financials: John commented that the January through October 2013 Profit and Loss Budget vs. Actual is under budget by \$14,154. John explained the 2 cent difference between the town payment and the budget amount in item 100. Peter Urbach asked about item #43450, relating to the Coffin gift, asking why any funds for the new building should appear on the profit and loss statement. John and Mary Danko will try to provide an answer to this question and be sure that there is consistency in reporting funds received to build the new library.

Review/Approve Manifest of Bills: John Wilson commented that the Manifest of Bills presented for September 10 through November 18, 2013 contains two items on the last page that are indicated as unpaid. Both of these bills have been paid. Peter Urbach moved, second by Gottling, to approve the Manifest of Bills for September 10 through October 18, 2013. The motion passed unanimously.

V. 7:00 P.M. Public Hearing – Terri White

Terri interrupted the Director's Report at 7:00 p.m. to open the public hearing to accept the gift of \$732,708.16, mentioned in the MOU, from the Abbott Library Foundation (ALF) as noticed under RSA 202-A:4c. These funds are to be spent after the trustees have expended their cash in the amount of \$520,323.59. Also, this amount is

exclusive of funds that the ALF will borrow at a later date and receive from pledged gifts not yet received, which will be accepted in a future motion. The public hearing was extended for about 20 minutes to allow persons arriving late to attend this public session. John Wilson moved, with second by Xan Gallup, to accept the transfer of \$732,708.16 from the ALF. The motion passed unanimously.

VI. Director's Report – Mary Danko

The director's report, having been interrupted at 7:00 p.m. by the public session for fund transfer from the Abbott Library Foundation (ALF,) included comments about the Joint Loss Committee (JLC) visit to the library, progress on the installation of KOHA, downloading help to patrons, a newsletter using the Bookletters vendor, the hackerspace program, and helping Joyce with the ASK program. There are 10 safety action items on the JLC list, all of which Mary Danko will take care of with little cost.

Mary Danko presented a revised (11/5/2013) version of the 2014 budget. On motion by Xan Gallup, second by Peter Urbach, this revised 2014 budget was approved by unanimous vote.

Peter Urbach asked about the library statistics, expressing concern that there appears little support for the music program. Mary Danko said that she might have to consider not continuing that program.

VII. Chair's Report – Terri White

Terri said that Jean Molloy has resigned, as she cannot keep up with the load of work, although she will continue on the ALF. Terri announced that Peter Spanos also has resigned.

Xan Gallup moved, second by Peter Urbach, to accept with regret the resignations of Jean Molloy and Peter Spanos as Abbott Library Trustees. The motion passed unanimously. Terri has thanked both for their service. Terri suggested that Tom Mickle be recommended to replace Jean Molloy and Xan Gallup to replace Peter Spanos until the March 2014 election. Xan and Tom both have agreed to serve. Peter Urbach moved, with second by Xan Gallup, to recommend to the Selectman that Tom Mickle replace Jean Molloy and Xan Gallup replace Peter Spanos to serve as Abbott Library Trustees until the March 2014 election. This motion passed unanimously.

Terri said that she has talked with Mary Danko about possible alternates and asked for recommendations for such from the trustees. Jim Gottling suggested announcing need for alternates on the library website.

There was discussion about whether the library had any use for the old library building, after the new building has been finished. Mary Danko said that Chief Cahill has not asked for the library to remove books from the Safety Services Building but expects that the library will not use that building indefinitely. It was suggested that the old building could be used for storage or to prepare for a book sale. Xan Gallup said that use of the library might be in violation of the ADA, although Urbach said that current use predates the ADA. A change of use might violate the ADA. Peter Urbach said that the Selectman sensed no urgency in planning for future use of the old library.

VIII. Report from the Abbott Library Foundation

There was no report from the ALF. Mary Danko said that an ad is forthcoming in the Kearsarge Shopper calling for volunteers as new ALF board members. Terri said that

there now is only one Abbott Library Trustee on the ALF board and that three trustees can serve simultaneously on that board.

IX. New Abbott Library

Update/Oversight Committee: Terri supplied copies of the minutes of the first two meetings of the Oversight Committee. There has been a third meeting. Peter Tennant, architect, who is writing the minutes, has not yet provided the minutes of the third meeting. A fourth meeting is scheduled for next Monday.

Peter Urbach said that the site preparation work has revealed that there is less ledge than had been allowed for, which may result in a \$10 k to \$20 k savings over the estimated cost. Also, an underground conduit on the property has been located, and its presence may allow use of 2-phase rather than 3-phase power. This change would require 2-phase equipment and could lead to further cost savings.

Peter said that Trumbull/Nelson has provided a Gant chart that details the construction timing. This chart suggests that completion by the end of June 2014 is possible.

Peter noted that blasting may begin within a week and that people in nearby buildings would be notified of such an occurrence.

Peter said that there are two large posts near Rt. 11 that had been used to hold a Chiarella Realty sign. These posts could be used to mount a new library sign. Peter moved, with second by Terri, to authorize action by the library board to obtain a sign permit from the town variance board for installation of this sign. This motion passed unanimously.

Urbach said that Trumbull/Nelson will mount a web cam on their construction trailer, and its digital film could be used to display construction progress on the library web site.

X. Old Business – None

XI. Other Business – None

XII. Public Comment – None

XIII. Adjournment to Non-Public Session RSA 91-A:3 IIa, The dismissal, promotion or compensation of any public employee.

Peter Urbach, with second by Xan Gallup, moved to enter non-public session to discuss the annual evaluation of Director Mary Danko. The motion passed unanimously and the non-public session began at 8:02 p.m.

XIV. Public Session

The public session was reconvened at 8:10 p.m. Terri announced that the minutes of the non-public session had been sealed by vote.

There was discussion about the upcoming Christmas holiday season. Terri asked everyone to remove Jean Molloy and Peter Spanos from their library list.

XV. Adjournment

Xan Gallup moved, second by Jim Gottling, to adjourn the meeting. The motion passed unanimously and the meeting adjourned at 8:15 p.m.

Respectfully submitted,

James G. Gottling

James G Gottling, Secretary