

Abbott Library Board of Trustees Minutes
Town Office Meeting Room – March 26, 2013
Approved

Trustees: Terri Jillson White, Chair; Peter Urbach, Assistant Chair; John Wilson, Treasurer; James Gottling, Secretary
Alternates: Xan Gallup, Anne Nilsen, and Tom Mickle (at 7:00 p.m.)
Director: Mary Danko
Others: Sue Gottling, Selectman; Mindy Flater, Foundation Chair (at 7:15 p.m.)

I. Chair's Opening Remarks – Terri White

Terri opened the meeting at 6:32 p.m. She asked Anne Nilsen to substitute for Jean Molloy and Xan Gallup for Barbara Hollander. Jean and Barbara had excused absences. Terri said that both she and Peter Urbach had been reelected in the March 12, 2013 election for a term of three years, and both have been sworn into office.

Election of Officers: 2013 – 2014

Terri called for election of officers for the Abbott Library Board of Trustees.

John Wilson, with second by Xan Gallup, moved to elect Terri as Chair. This motion passed unanimously, with abstention by Terri.

Terri, with second by Xan Gallup, moved to elect Peter Urbach as Vice Chair. This motion passed unanimously, with abstention by Peter,

Xan Gallup, with second by Peter Urbach, moved to elect John Wilson as Treasurer. This motion passed unanimously, with abstention by John.

John Wilson, with second by Xan Gallup, moved to elect Jim Gottling as Secretary. This motion passed unanimously, with abstention by Jim.

Terri said that Xan has agreed to continue for another year as an alternate, if proposed by the trustees. Peter Urbach, with second by Anne Nilsen, moved to reappoint Xan as alternate. The motion passed unanimously, with abstention by Xan. Terri will file the required papers with the Selectboard.

Terri commented that the terms of both Anne Nilsen and Tom Mickle end on May 7. Terri said that Tom has indicated that he would seek reappointment, but Anne will not, due to increased responsibilities with the Foundation. Terri said that she has names of several people as a possible alternate but declined to name them, as they have not yet been contacted.

Terri said that we should talk with Barbara Hollander about her plans to continue as a trustee. John Wilson agreed to do that.

II. Approval of Minutes – Jim Gottling

A. February 19, 2013:

Jim noted a typo on page 2, where the word 'building' had been typed as 'bilding'. John Wilson added that 'additional \$20k' should be 'additional \$25k' near the bottom of page 1. Xan Gallup, with second by John Wilson, moved to approve the minutes of February 19, 2013 as corrected. The motion passed unanimously.

B. March 6, 2013:

After some discussion about not having mentioned that Peter had suggested June 30 as deadline, it was agreed to replace July 30 with June 30 to reflect the agreement between Peter and Mindy regarding the deadline. Terri added that in

the first paragraph of Section II, Christine Graham's name was misspelled as Christina. With those changes, Xan Gallup moved, with second by John Wilson, to approve the minutes of March 6, 2013 as corrected. The motion passed unanimously.

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

Dick Katz was not present. Terri reported that she and Mary had both attended the Friends meeting on March 14. The Friends approved a donation of \$9k for a list of items prepared by Mary Danko.

IV. Director's Report – Mary Danko

Mary spoke about plans for the summer reading program. She thanked the Friends for their donation in support of the summer reading program, Indieflix, Boopsie, Freegal, museum passes, and prizes for National Library Week. She spoke about working with Sharon on book storage. Calibration of the door counter has been accomplished. Finally, Mary wanted to express how thrilled the staff is with the passage of the bond article.

There was discussion about many of the February library statistics being down compared to last year.

Mary spoke about the need to hire a substitute circulation clerk to work the desk when regular librarians are absent due to illness or planned absences. She had provided the trustees with a job description for such a substitute. In her proposal, Mary said that the substitute position would not affect the budget, as this person's time would be replacing already existing part-time staffing hours. Peter Urbach noted that the Selectboard is particularly sensitive to benefits, which would not be involved for this part-time position. Peter Urbach, with second by John Wilson, moved to authorize the director to hire a part-time person on a fill-in basis, with no impact on budget or benefits and appropriate coordination, if necessary, with the town manager and the selectboard. This motion passed unanimously.

V. Treasurers Report – John Wilson

John said that he had sent a second version of the Profit & Loss Budget vs. Actual, because the town came through with some January payroll figures. With those figures in place, the *Total Expenses* became about \$7,800 (\$7,856.45 in the report) under budget instead of \$12,000 (\$11,187.90 in the report) under budget as originally reported.

Wilson reported that Mary Danko had obtained copies of the trust fact sheets for both the *Library Gardner Fund* and the *Library General Fund*. Both of these funds are non-expendable. One was established in 1970 and the second in 1971. The initial value of one was \$8,800 and the other \$2,500. Since having been established, these funds have generated only \$700 of income. Peter Urbach added that he had spoken with Steve White, Trustee of Trust Funds, who said that it would require a court order or a statement by heirs to gain access to these funds. Steve White agreed to look into finding the source documents for the two funds.

Wilson reported having spoken to a person at the Bank of America and learned that the Coffin donation should be received within the next 30 days. The amount of the Coffin donation will be about \$110k. Terri asked John to let her know when funds were received and the exact amount as the Public Hearing held previously authorized Trustees acceptance of \$100,000. Another Public Hearing would need to be noticed to accept anything over \$100,000.

Peter Urbach asked about the board's approval of the first payment to T/W. In approving the contract with T/W on December 4, 2012 there was no explicit approval of the first payment, and the payment did not appear in any Expenses by Vendor Detail. Peter Urbach moved, with second by Xan Gallup, to approve this month's *Expenses by Vendor Detail for 2/18/2013 to 3/18/2013* with the addition of the first T/W payment added to this report. This motion passed unanimously.

Peter Urbach suggest that in the New Library Status Report, in the future it would be helpful to break the item *Other Available Funds* into two separate items: *Cash* and *Pledges*. John Wilson said that he would do that.

VI. Chair's Report – Terri White

Terri said that Mary Danko had helped her to give nine public presentations promoting the new library. These sessions also provided a chance to introduce Mary to the community.

Terri also mentioned the New Hampshire Library Trustees Association's spring conference in May.

VII. New Abbott Library

A. Building Update – Urbach

Summarizing our position at this time, Peter said that it is vital to continue the private fund raising to raise the remaining funds needed to build the new library. He proposed having the architect proceed with development of the construction documents and called for a motion to that effect. Xan Gallup, with second by Jim Gottling, moved to have the architect, T/W, proceed with preparation of the construction documents. This motion passed unanimously.

A final site plan review is scheduled for May 2 before the Planning Board. At that time, the architect and his engineer will present the site plan documents, which have to be made available to the Planning Board by April 11. This meeting's purpose is to provide the final site plan approval.

Peter has started working with Donna Nashawaty on the bank loan to prepare a specification to be sent shortly to all local banks requesting quotes on their rates for the loan. The loan will consist of a construction loan from June 2013 to December 2014. That construction loan will then roll over into a long-term 20-year loan to be repaid in uniform periods with a decreasing principal. Once a bank has been selected, Donna and the bank will negotiate terms of the loan with final approval by the Selectboard.

At last night's Selectboard meeting, Fred Gallup provided a motion to authorize the Library Trustees to monitor the construction and make any necessary changes, as well as pay any necessary invoices from the architect or construction manager that pertain to those contracts. In doing so, the library will expend the library's capital campaign funds and transferred Foundation funds that do not exceed the Foundation's commitment to raise \$1.325M. Once it becomes necessary to pay invoices from the \$975k Town loan, Fred Gallup would authorize those payments. Terri asked if this was a standard procedure for this sort of project. Peter said that he did not know if this is a standard method, but it is the procedure that the Selectboard wanted to follow.

There was a short discussion about combining negotiation with banks regarding the town loan and a loan for the Foundation against pledges. Mindy objected to having negotiations regarding the Foundation loan combined with that of the Town. Peter Urbach agreed that Mindy would be consulted if negotiation for the Town loan along with the Foundation loan might provide the Foundation with better terms than would their separate negotiation. John Wilson agreed to prepare a loan specification for the Foundation, which could be used either in this combined negotiation or separately by the Foundation.

Mindy Flater asked if the fireplace is still included in the floor plan. Peter assured her that it was, which is good as there is a donor for that area. Mindy also asked about the café area. There also is a donor interested in sponsoring this area. Peter said that T/W is aware of the need to include that area in the floor plan.

B. Foundation Update – Mindy Flater

Tom Mickle asked if there had been a ground swell of donations following the town's vote. Mindy responded by speaking about the Foundation's mailing, including a comment about an offer to match small donations under \$500, up to a maximum of \$10,000.

VIII. Old Business – None

IX. Other Business – None

X. Public Comment – None

XI. Adjournment

At 7:47 p.m. Xan Gallup, with second by Anne Nilsen, moved to adjourn. The motion passed unanimously.

Respectfully submitted,



James G Gottling, Secretary