

Abbott Library Board of Trustees Minutes
Town Office Meeting Room – April 16, 2013
Approved

Trustees: Terri Jillson White, Chair; Peter Urbach, Assistant Chair; John Wilson, Treasurer; James Gottling, Secretary; Jean Molloy; Peter Spanos
Alternates: Anne Nilsen, and Tom Mickle
Director: Mary Danko
Others: Donna Nashawaty, Town Manager; Mindy Flater, Foundation Chair; Dick Katz, Friends Chair

I. Chair's Opening Remarks – Terri White

Terri opened the meeting at 6:30 p.m., and asked Tom Mickle to sit in for Barbara Hollander, whose absence was excused. She then described the financial situation regarding funding the new library project using funds coming from town, trustees, and foundation. Terri then asked Donna Nashawaty, Town Manager, to discuss the situation.

II. New Abbott Library Financing Update – Donna Nashawaty

- A. Finance Work Session/Action: Donna Nashawaty provided copies of a letter that she had sent to a number of local banks, including Lake Sunapee, Sugar River, Claremont, Mascoma, Ledyard, and Northway. She said that she had received some responses inquiring about the relationship between the town, the library, and the foundation. The banks have concern about our library project being completed if the three entities involved do not have a well thought-out working relationship. In this regard, Donna spoke about having talked with the town administrator of Bristol, where she lives, for they have had some experience with a smaller library renovation project involving both their library and town. Terri suggested, without objection, that John Wilson, Peter Urbach, and Tom Mickle represent the trustees; Mary Danko the library; and a foundation representative work with Donna Nashawaty in meetings, probably at Nashawaty's office, to pull together the details of financing the new library project.

Terri pointed out that the RFP which had gone to the banks on March 25, 2013 included inaccurate information. The information stated "Funding of \$1,325,000 has been secured and an additional \$400,000 is currently being solicited from private contributors." The total being raised is not \$1,725,000 but \$1,325,000. Of the \$1,325,000, nearly \$1,000,000 has been raised

III. Approval of March 26, 2013 Minutes – Jim Gottling

Jim proposed the following corrections:

Section V, second paragraph, last sentence: Steve White agreed to look into finding the source documents for the two funds.

Section V, third paragraph, last sentence: The amount of the Coffin donation will be about \$110k.

Section VII. A. Building Update – Urbach, paragraph 1, first two sentences: Replace with "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."

Terri suggested three corrections:

Section I, 3rd from last paragraph, last sentence: Replace "Xan" with "Terri"

Section V, 3rd paragraph: Add “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.”

Section V, 4th paragraph: Insert “*as of Feb. 18, 2013 to Mar. 18, 2013*” following “*Expenses by Vendor Detail*”.

John Wilson, with second by Pete Spanos, moved to approve the minutes of March 26, 2013 as corrected. This motion passed unanimously.

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

Dick Katz had left the meeting.

V. Director’s Report – Mary Danko

Mary Danko spoke about the National Library Week program at the library, promoting the museum pass program, use of a staff update sheet, ASK updates, her planned attendance at a Quickbooks training session, her attendance at a town departmental meeting, and having worked with the library’s internet consultant, Mike Bodeur.

VI. Treasurer’s Report – John Wilson

John said that this month’s budget report is the best he has had. The *Total Expense* figure was \$4,713.44 under budget. Peter Urbach asked how printing income differed from copier receipts. Mary Danko explained printing income results when documents are printed from a computer; copier receipts result when material is copied at the device. Urbach suggested combining those accounts. Peter asked about the *Uncategorized Income*, amounting to \$12,143.58. Wilson said that was income from the town from last year’s surplus.

John Wilson moved, second by Terri White, to ask the Trustee of Trust Funds to turn over the balance of the funds in the New Library Capital Reserve Fund to the library to be placed in the Campaign Checking account to be used for expenses involving the new library. This motion passed unanimously.

Mary Danko reported that she had received a check for \$120,323.59 from the Coffin estate to be applied to the new library campaign.

Terri White, with second by Peter Urbach, moved to approve the *Expenses by Vendor Detail as of March 18 through April 15, 2013*. The motion passed unanimously. During discussion, it was noted that this report includes a third payment to the architect, who with this payment will have received about half of the contractual amount.

VII. Chair’s Report – Terri White

Referring to the application of John T (Tom) Mickle for appointment as an Abbott Library Alternate Trustee, copies of which had been provided to all trustees, Terri moved, with second by Peter Urbach, to recommend to the Selectboard that John T. Mickle be reappointed as an Alternate Abbott Library Trustee, beginning May 7, 2013. The motion passed unanimously.

Terri mentioned the retirement open house for Tony Bergeron, scheduled for Thursday, May 16 from 2 to 6 p.m. at the Sunapee Highway Garage. She suggested that trustees try to attend the event.

VIII. New Abbott Library

A. Building Update – Urbach/Wilson

Peter Urbach reported that T/W is working on the construction documents. The most critical part is the part dealing with the site work. That should be done by next week and will then go to T-N, who will get the site work bids out shortly thereafter. The rest of the construction documents should be finished by June, so if we are ready to proceed in July the bids will have gone out.

There will be a planning board meeting on May 2. Documents for that meeting have been prepared and submitted. Both the architect and engineer will be present at that meeting. The town requires various department heads to sign off on these documents. Road agent Tony Bergeron, police chief Dave Cahill, water and sewer commissioner Dave Bailey have signed; Peter will meet with fire chief Dan Ruggles tomorrow. A presentation to the Conservation Commission will occur on May 1, which will be attended by either T/W or T-N. The Conservation Commission might be concerned about wetlands. An exception will be requested from Conservation Committee regulations regarding requirement of tree plantings to break up the parking area. Bergeron has expressed concern about not being able to do snow plowing in a straight line along the length of the parking area.

Terri asked Peter if T-N is aware of names of local contractors, who might bid on site preparation work. Peter said that names of two local contractors have been given to T-N, and it appears that these two may submit a combined bid. Anne Nilsen expressed concern that these locals be given appropriate credit for any in-kind contribution to the new library funding. Peter thought that would show up as a difference between their bid and the next higher bidder.

B. Foundation Update – Melinda Flater

Mindy Flater reported that Lynn Smith, a Sunapee resident and Claremont Savings Bank employee, has agreed to join the foundation board and become its treasurer. John Wilson will bring her up-to-speed. Her appointment to the foundation board will occur sometime in May.

IX. Old Business

Terri asked about the two trust funds. Peter Urbach said that he has not heard from Steve White. Urbach will call White about this issue, but said John Mapley, former Trustee of the Trust Funds, had not been optimistic that the paperwork could be found.

X. Other Business

Accompanied by applause, Terri thanked Anne Nilsen for her many years working as an alternate.

XI. Public Comment

Jeanne Wilson suggested that Terri and Mary Danko might want to work with a local radio station to provide publicity for the library project.

Mary announced that she will be married in June.

XII. Adjournment

John Wilson moved, with second by Jean Molloy, to adjourn. The motion passed unanimously at 7:53 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "James G. Gottling". The signature is written in a cursive style with a large, prominent initial "J".

James G Gottling, Secretary