

**Abbott Library Board of Trustees Minutes
Town Office Meeting Room – May 21, 2013
Approved**

Trustees: Terri Jillson White, Chair; Peter Urbach, Assistant Chair; John Wilson, Treasurer; James Gottling, Secretary; Jean Molloy; Peter Spanos
Director: Mary Danko
Others: Mary Epremian; Mindy Flater, ALF Chair; Sue Gottling, Selectman; and Anne Nilsen

I. Chair's Opening Remarks

Terri Jillson White opened the meeting at 6:30 pm and said that Barbara Hollander had an excused absence.

II. Approval of Minutes

Jim Gottling asked for additions or corrections to the April 16, 2013 minutes. Terri had three suggestions...

- An addendum for Section II. A,
- Replace 'Terry' with 'Terri' in Section VII.,
- Replace 'Peter' with 'Steve' in Section IX.

Jean Molloy moved, with second by John Wilson, to approve the minutes of April 16, 2013 with Terri's addition and two corrections. The motion passed unanimously.

III. Report from the Friends of the Abbott Library

Dick Katz, Chair of the Friends, was not present.

IV. Treasurer's Report

John Wilson provided the financial reports for this month.

Peter Urbach reported that Steve White found no documents that would provide any information about either the Gardner or General funds. Peter said he would not volunteer to go through a Cy Pres procedure again to attempt to have these funds transferred for use in the New Library Capital Campaign. It appears unlikely that a judge would release these funds, as they are for a purpose different than library construction. The library will have to patiently collect the small interest from these funds from time to time.

Peter Spanos moved, with second by Jean Molloy, to approve all payments listed in the Expenses by Vendors Detail for April 16 through May 21, 2013.

PUBLIC HEARINGS

Terri Jillson White opened a public hearing at 7:00 pm to discuss accepting a gift of \$50,000 from the Abbott Library Foundation. Following a brief discussion, on motion by Jean Molloy, John Wilson second, this public hearing was closed on unanimous vote of approval. Jean Molloy moved, with second by Peter Spanos, to accept the gift of \$50,000 from the Abbott Library Foundation. The motion passed unanimously.

Terri opened a second public hearing at 7:12 pm to discuss accepting a gift of \$20,330.59 from the Coffin estate. This amount accounts for funds in excess of the \$100,000 from the Coffin estate already approved by the board. On motion by Jean Molloy, Pete Spanos second, this public hearing was closed on unanimous vote of approval. John Wilson, with second by Terri, moved to accept a gift of \$20,330.59 from the Coffin estate. The motion passed unanimously.

V. Director's Report

Mary Danko spoke about publishers Hatchett and Macmillan only selling eBooks through the Overdrive Advantage program.

Mary said that she had hired Mindy Flater as a substitute library aide. There had been seven applicants for the position.

Mary provided a handout detailing options regarding a possible new library computer system. The current 6-year-old server uses a robust system and may continue to work for 2 more years. Mary's handout shows that updating the current server would be slightly more expensive than to implement a new "koha" (SQL based) open source system that is implemented and supported by ByWater Solutions. and yearly operating costs for the koha system would be less than for the software support for a new server system. Peter Urbach volunteered to work with Mary to compare these alternatives and provide a future recommendation regarding this choice.

Mary said that she is considering entering a library book cart in the July 4th parade.

Mary reported that the Read-A-Thon raised over \$800.

Peter Spanos asked if there was concern about the library statistics being down.

Peter Urbach asked about the customer counting system. Mary said that the librarians are keeping a count at the desk and comparing their count with the counting system's count. The counting system does not count people that enter through the back door.

Note: Mary's report began before the two public hearings, was interrupted twice to conduct those hearings, then concluded after the second.

VI. Book Sale

Terri Jillson White spoke about Xan Gallup's written report regarding plans for the book sale that will be held from 9 am to 1 pm on Saturday, July 13 at the Sherburne gym. It was noted that John Wilson is providing his garage for temporary book storage. Meagan Reed will coordinate a bake sale. It was suggested that the new library plans be shown at the book sale using a TV display. The Friends will share cost of advertising the book sale. Peter Urbach, with second by Jean Molloy, moved to authorize purchase of two quarter-page ads in the Kearsarge Shopper. This motion passed unanimously.

VII. Chair's Report

Terri Jillson White said that Barbara Hollander's term will end March 14, 2014. There was some discussion about Barbara's circumstances. John Wilson and Terri have been trying to follow up with Barbara through her husband and family to see if she wishes to continue serving. Due to her health issue, neither have been able to make contact. Both will continue to follow up as appropriate. Pete Spanos commented about the impact on the board regarding her not attending meetings. It was noted by the Chair that the board has not been impacted by Barbara's absence as alternates fill her seat.

Terri has been talking with a potential candidate to fill the vacant Alternate position, but she did not name that person as the application forms have not been filled.

Speaking of the required 6-month review required for the director, Terri suggested doing that review during the July board meeting, using the evaluation forms, as in the past. Peter Urbach suggested that Terri fill out these forms in advance, rather than having

each trustee fill out the forms, after which the trustees as a group would review the ratings.

A joint meeting of the library trustees, foundation, and foundation advisory committee will be held at 6:30 pm on June 27, 2013. At this time, no location has been selected for the meeting.

Terri said that the next three meetings of the trustees will be held June 18, July 16, and August 20. Peter Urbach will chair the July 16 meeting, as Terri will be away.

VIII. New Abbott Library

- A. Building Project Update: Peter Urbach reported that the specifications for the site work have been transferred from the architect to the Construction Manager. Bids will be sought and should be back in about two weeks. Peter added that the president of Claremont Savings told him that in closing on the Sunapee Center site, the bank will retain responsibility for the Sunapee Center site's half of required drainage work. During the planning board review of the library plans, the board agreed to an exception to allow the parking lot to be continuous, without any obstructing trees that Tony Bergeron had said would block driveway plowing operations. The required trees will be placed outside of the driveway area.
- B. Finance Work Session: Peter Urbach reported that the town, library trustees, and foundation will work together under a tripartite agreement that is being prepared by the town's lawyer. It may be necessary for the trustees to have their own lawyer to advise regarding this agreement. Peter suggested waiting to see the agreement first, before deciding whether to obtain legal counsel.
- C. Foundation Update: Mindy Flater said that there are still some donations coming in as a result of the Kearsarge Shopper ad. She asked for volunteer help to relieve foundation members.

IX. Old Business – None

X. Other Business

In response to a question about the plant sale, John Wilson said that it went well. Jeanne Wilson said that she had spoken with Dick Katz, but he did not know what the sale expenses were, so could not report on the profit.

XI. Public Comment

Anne Nilsen asked about why radiant heating had been eliminated from the new library plan. Peter Urbach said that the expense of installing radiant heating was too high. Mary Epreman thought that radiant heating had been in the earlier SMP plan.

XII. Adjournment

On motion by Jean Molloy, with second by Terri, the meeting adjourned at 8:29 pm with unanimous vote of approval.

Respectfully submitted,



James G Gottling, Secretary