

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

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

I. Vice Chair's Opening Remarks – Peter Urbach

In Terri's absence, Peter Urbach opened the meeting at 6:30 pm and asked Xan Gallup to sit in for Terri and Tom Mickle to sit in for Barbara Hollander. Both Terri and Barbara had excused absences.

II. Approval of Minutes – Jim Gottling

A. June 27, 2013

Jim Gottling commented that there had been no restriction on the Lion's \$10,000 gift mentioned in the June 27, 2013 minutes, however the minutes correctly reported what had been said at that time. On motion by Pete Spanos, with second by Xan Gallup, the minutes of June 27, 2013 were unanimously approved.

B. July 2, 2013

Peter Urbach said that the comments attributed to Pete Spanos about "rising costs and possible town vote" were made by Peter. With that change, Tom Mickle moved, with second by John Wilson, to approve the minutes of July 2, 2013 as corrected. The motion passed unanimously.

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

Dick Katz was not present, so there was no report.

IV. Treasurer's Report

John Wilson reported that the Profit & Loss Budget vs. Actual for January through June 2013 was \$5,173.73 under budget. There were no questions about John's report.

John Wilson moved, with second by Tom Mickle, to approve the payments reported in the Manifest of Bills for June 13 through July 15, 2013. This motion passed unanimously.

Since the Abbott Library financial statement for June 30, 2013 is so far under budget and the Checking/Savings Operating Account has over \$22,000, John Wilson moved, with second by Xan Gallup, to authorize transfer of the approximately \$2,243 proceeds from the book sale to the Capital Campaign Checking account. This motion passed unanimously.

V. Director's Report

Mary Danko spoke about the items on her written report:

- Pennies! – Thanks to Gerry Farland for making the change collection box
- Summer Reading Program – Enrollment is down, perhaps resulting from reduced school enrollment
- Programming – Gave a listing of four added summer programs

- Independence Day Parade – Reported that she and Joyce Martin had pushed book carts in the parade, with much support from parade observers
- Mini-Golf at the Library – will be held from 6:30 to 8:30 pm on August 10
- Lighthouse Conscience Jar – Much positive feedback

Peter Urbach inquired about declining library statistics.

#### VI. Vice Chair's Report

Peter Urbach commented briefly about the Chair's written report.

Update/Approval of Overdue Fines Policy:

On motion by Xan Gallup, with second by Jim Gottling, the following policy regarding overdue materials, fines and billings was unanimously approved.

- A. A written overdue notice will be sent by regular mail or email once a library item becomes 10 days overdue. A second notice will be sent 10 days after the first notice. Borrowers will be billed for the replacement costs and sent 10 days after the second notice. The fourth notice will be sent via a letter and a statement of the New Hampshire Library Law on detaining books and related materials. (RSA202-A25)
- B. There will be a "Conscience Jar" placed on the front circulation desk that borrowers may voluntarily use to donate money for overdue materials. Borrowing privileges will be blocked if materials are overdue by more than 20 days and/or there are unpaid bills from replacement costs on a borrowers account.

#### VII. Book Sale Wrap Up/Update

Xan Gallup reported on the book sale, indicating that sales amounted to \$2243, \$400 more than last year. She thanked John and Jeanne Wilson for use of their garage for storage and for the hours they and Dennis and Judy Kohn put into sorting the books. Sale of eight valuable books online will add to the total. GotBooks.com has been contacted to dispose of 159 remaining cases.

#### VIII. New Abbott Library – Urbach/Wilson

Peter Urbach reported that subcontractor bid materials have been sent from Tennant/Wallace to Trumbull-Nelson (T-N,) and these materials were to be sent to bidders tomorrow, three or four days late. These bids are due to be returned by August 2. Peter said that he wanted to arrange a special meeting of the board of trustees for Wednesday, August 7 at 6:30 at the town hall or the library to review these subcontractor's bids and discuss the next steps. Subsequent to this meeting, Peter learned that Terri will be on vacation that week and Mary Danko the following week. Both should be present at this meeting, so the meeting will have to be rescheduled for Monday, August 19.

Peter reported that Jim Odorisio, T-N's liason with our building subcommittee is leaving T-N and will be replaced by Todd Thompson. This change would not adversely affect the project.

Peter Spanos asked about progress on the memorandum of understanding (MOU.) Peter said that he has been pressing Donna Nashawaty to get that document out.

Peter said that the LSB loan proposal expires August 1 and the bid on the site work expires August 15. He hopes that those bids might be extended.

IX. Report from the Abbott Library Foundation

Melinda Flater was not present, so there was no report. Mary Danko commented that Sally Southard's party had provided good contacts, a letter is being prepared to be mailed to Sunapee property owners, and the next ALF meeting is scheduled for Thursday at the Abbott Library.

X. Old Business – None

XI. Other Business

Mary Danko reminded everyone that the summer town meeting will be held Tuesday, August 6. She will be making a department-head report, her first such. She will be speaking last, since John Walden went first last year.

XII. Public Comment

Anne Nilsen suggested that the library might not be available for the proposed special meeting if held on a Wednesday (or Monday) as the library would be open. Mary Danko said that we have had meetings in the past in the non-fiction room. She then retracted that possibility, as that space is not handicap accessible, as it should be for a public meeting. Peter suggested trying to obtain use of the safety services building as an alternative.

XIII. Adjournment

On motion by Xan Gallup, with second by Tom Mickle, the meeting was adjourned on unanimous vote at 7:11 pm.

Respectfully submitted,



James G Gottling, Secretary