

**ABBOTT LIBRARY BOARD OF TRUSTEES MINUTES  
TOWN HALL MEETING ROOM – AUGUST 20, 2013  
DRAFT**

Trustees: Terri Jillson White, Chair; Peter Urbach, Assistant Chair; John Wilson, Treasurer; James Gottling, Secretary; Jean Molloy, Pete Spanos and Tom Mickle.

Alternates: Xan Gallup

Director: Mary Danko

Others: Sue Gottling, Selectman, Jean Wilson, Anne Nilsen, Melinda Flater, Mary Epreman and Walt Goddard.

**I. Chair's Opening Remarks – Terri White**

Terri opened the meeting at 6:30 p.m. and recognized that Tom Mickle would be sitting in for Barbara Hollander who had an excused absence.

**II. Approval of Minutes – Jim Gottling**

Jim Gottling suggested the following amendments:

Section I/Paragraph 1 – amend “Tim” to “Tom”

Section IV/Paragraph 2/correction that motion was seconded by Tom Mickle versus Jean Molloy.

The following paragraph added as the last paragraph to Section IV:

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 proceed from the book sale to the Capital Campaign Checking account. The motion was passed unanimously.

John Wilson moved to accept the minutes of July 17, 2013 as amended. The motion was seconded by Pete Spanos and voted 6 for 1/abstention/Terri insofar as she was not in attendance at the July 17, 2013 Meeting.

**III. Report from the Friends of the Abbott Library**

Terri reported that Dick was not able to make this evening's meeting as he is out of town. She reminded everyone of information included in her report regarding the upcoming Friends'/Annual Meeting to be held on September 18, 2013 – 6:30 p.m. at the LSPA Building in Sunapee Harbor.

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Tom Mickle reported the he had a message from the Friends' of the Abbott Library Cookbook Committee: Sell Cookbooks!

**IV. Treasurer's Report - John Wilson**

John Wilson reviewed the Balance Sheets and Profit and Loss – Budget vs Actual with all. The library remains almost \$11,000 under budget. There were no questions on John's reports.

John Wilson reviewed the payments in the Manifest of Bills dated June 12, 2013 through August 19, 2013. John noted that the Manifest is pulling in the start date of June 12 given the delay in receipt of a bill from Amazon.

Terri asked a question regarding the mowing of the lawn by the Custodian. It was noted that Brian Gebo mows the lawn. Town crews do not mow the lawn at the library.

Terri also noted that she hates to see library employees have to front as much money as Mary had to in this Manifest – noting that some times it can't be helped but is still a lot to ask our employees to front.

Jim Gottling moved to accept the payments in the Manifest of Bills dated June 12, 2013 – August 19, 2013. Tom Mickle seconded. The motion passed unanimously.

**V. Director's Report – Mary Danko**

Mary spoke about the items in her written report:

\*The Summer Reading Program has concluded and included 55 attendees. There will be a “debriefing” session with the staff to review the comments in the evaluations. Terri will also participate.

Mary included information in her report which reflected a 6-year analysis of the numbers of participants and also the numbers of minutes read.

\*Mary reported on the following programming:

\*Fancy Nancy Tea Party – August 23

\*Monday – August 26 – 7:00 p.m. The History of Ragtime

\*Mini Golf was held at the library and about 55 people attended. Mary reported that while not a large fundraising event, it was a large “awareness” event.

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\*Mary reported that the library has received several free books from the DUC [Distribution to Underserved Communities] Library Program. This program allows libraries to choose art books from their website. They are unusual art books that small libraries would not normally purchase.

**VI. CHAIR'S REPORT – TERRI WHITE**

Terri reported that the Mini Golf was a good awareness event and it was a good mix of year-round and seasonal residents.

Mary noted that we should move our October 15, 2013 meeting to the Library as the Selectboard would need the meeting room that evening. It was agreed that our meeting would be held at the library that evening.

**VII. REPORT FROM THE ABBOTT LIBRARY FOUNDATION**  
**MELINDA FLATER**

\*Mindy outlined that everyone had seen a copy of her report.

\*The big news, in addition to her published report was that John Wilson, Walt Goddard and Sally Southard have been working very hard raising funds and \$78,300 has come in since her report went to the Trustees. Funds left to be raised: \$177,835.57.

\*Jean Molloy noted that she had secured a \$6000 pledge/donation today - \$171,835.57 remains to be raised.

\*Mindy noted that Xan was working on a Silent Auction/Raffle which would be held on the same day as the SPTO Chowder Challenge – September 29. Xan has obtained permission from the co-chairs of the Chowder Challenge event and also the Historical Society. The tables and raffle items will be set up in the Historical Society building on the day of the event.

Xan is working on a listing of 30 businesses which she will circulate to see if people can sign up to contact those businesses for donations. Any dollar amount of items is acceptable. The focus is on Sunapee businesses.

Peter had a question regarding the note in Mindy's report which mentions that the Foundation Donor List will be published. He wondered if people would be upset with having their names and donation amounts published.

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Mindy outlined that everyone who has signed a pledge form has had the opportunity to note if they would like their gift and/or amount of donation to remain anonymous. In addition, the acknowledgement letter which the Foundation mails out states that the name/amount will be published unless other specific instructions are provided.

Mindy also noted that there are people who have asked to have their name listed as being in support of the project with no amount listed.

It is customary practice when giving to non-profits that you understand your name and donation will be published unless you change that information. The published list will also include ranges versus specific donations.

Terri noted that the current work being completed by John Wilson, Tom Mickle, Sally Southard and Walt Goddard is very exciting and greatly appreciated. Keep it going!

**VIII. NEW ABBOTT LIBRARY – PROJECT UPDATE – PETER URBACH**

Peter reported that Trumbull-Nelson had extended the bidding. The second round of bidding came in on budget which isn't a surprise given the work done in the last 10 months to bring the building in on budget at \$2,400,000.

Two areas where there is flexibility in the budget include the owner's contingency of \$100,000 and the furniture budget for \$178,000. The furniture budget includes the in-kind donation.

The critical question is how long the bids will be valid. If we start construction in the fall, bids are likely to hold. If we go into next spring, it is unlikely that the bids will hold and T-N will need to re-bid the project and costs may increase.

All is on target pending raising the remaining funds.

Jean asked about the status of the Memorandum of Understanding which had been given to Donna Nashawaty earlier in the summer.

Peter reported that we submitted our draft of the MOU, Donna drafted a copy and sent that to Town counsel. Peter has followed up a couple of times but no information is available. Donna sited that she had the Town attorney working on other Town priorities.

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Terri wondered if perhaps one of the reasons the MOU was delayed is given that the last time there had been communication with Donna, the Foundation still needed to raise \$300,000 and that it might be helpful to go to Donna with an update on the status of remaining funds needed to complete the fundraising effort and let her know that we would like to have a draft of the agreement soon given the current fundraising status. In addition, Terri noted that the agreement will need to be reviewed by Trustees/Selectboard and Foundation Board and that could take a bit of time.

It was agreed that Peter would follow up with Donna and provide her with a current update.

John Wilson expressed concern about the bid pricing expiring mid-September. If the monies weren't raised, he wondered what number would be used for fundraising.

Peter commented that the current numbers would need to be used until such time as Trumbull-Nelson would bid the job again in the spring.

Peter commented that he had hoped to discuss financial projections this evening; however, Terri, Mindy and Mary had asked that this discussion be pushed to another meeting given the current successes within the Foundation. Information would not be current and therefore, it would be beneficial to wait a couple of weeks before having this discussion.

Terri commented that there is a lot of positive work taking place and she felt that the Foundation would see additional funds coming in within the next couple of weeks.

Terri commented that another critical factor is the MOU. The Trustees are part of the 3-party agreement and it is important to start to finalize this component as it will take some time to get agreement among the three entities and Town Counsel.

Peter pointed out that one major change has occurred since the MOU was first drafted in that the Foundation has resolved that Foundation pledges are all guaranteed which means that 100% of pledges can be taken as cash.

Tom Mickle asked if in-kind donations were included in the amounts given. There is one, in-kind donation of \$32,500 for the circulation desk and it is not included in the amount the Foundation has raised.

Mindy commented, that the \$32,500 for the circulation desk is not being deducted from the amount the Foundation needs to raise.

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Tom asked how much has come in from the Property Owner Mailing. Mindy reported that she projects that the mailing will bring in just under \$20,000.

Walt Goddard commented that the letter that went to Property Owners is very helpful when calling on seasonal people.

Pete Spanos asked if there was a date around starting construction in the fall versus spring. Peter Urbach commented that the challenge is construction would become more expensive once the ground freezes.

Pete Spanos also expressed concern about the amount of time it is taking to receive a draft of the MOU.

It was the consensus of the Board to hold a meeting on Wednesday, September 4 at 6:30. Terri will confirm the location.

**IX. OLD BUSINESS**

There was none.

**X. OTHER BUSINESS**

Mary commented that she neglected to report that she had attended Summer Town Meeting. There were about 15 people in attendance and it went well.

**XI. PUBLIC COMMENT**

There was none.

**XII. ADJOURNMENT**

Tom Mickle moved to adjourn. The motion was seconded by John Wilson and voted unanimously by the Board. The meeting adjourned at 7:29 p.m.

Respectfully submitted,

Terri Jillson White, Chair  
**TJW 8/25/13**