

**Abbott Library Board of Trustees Minutes**  
**Safety Services Building – September 4, 2013**  
**Approved**

Trustees: Terri Jillson White, Chair; Peter Urbach, Assistant Chair; John Wilson, Treasurer; James Gottling, Secretary; Jean Molloy

Alternates: Xan Gallup and Tom Mickle

Director: Mary Danko

Foundation: Mindy Flater, Chair

Others: Sue Gottling, Selectman; Mary Epremian, Anne Nilsen, and Linda Urbach

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

Terri opened the meeting at 6:30 pm and announced that Xan would sit in for Barbara Hollander and Tom Mickle for Pete Spanos. Both trustees had excused absences.

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

A. August 20, 2013

Jim Gottling, referring to the 3<sup>rd</sup> chapter from the end of Section VIII, said that Peter Urbach's response to Pete Spanos had concluded that it was "more expensive once the ground freezes." So "cannot begin" should be replaced with "would become more expensive." With that change, John Wilson moved, with second by Jim Gottling, to approve the minutes of August 20, 2013 as amended. The motion passed unanimously. Jim Gottling thanked Terri for writing up the minutes of 8/20/2013, as he had to leave for a trip the day after that meeting.

**III. Director's Report – Mary Danko**

Mary reported the results of her committee's evaluation of a Koha open source library system, as compared with the TLC local server used by our library and also a TLC hosting system. The committee included Mary, Mindy Flater, and Peter Urbach. The present need is based on the age of the current local server, which is becoming old and unreliable. Mary provided a sheet comparing the cost of each of these three systems. The TLC hosting and TLC local server systems are more expensive, each costing about \$10,000 the first year, with a cost of about \$40,000 for five years use. The Koha system would cost about \$8,900 the first year, with a five-year cost of \$20,900 and would be paid for from the trust and fines account. The Koha system would provide external access in an open-source (SQL-based) system with triple-redundancy backup. Setting up this system would include 3 days of onsite training for library personnel. Mary could see no down side to this choice, except that the Koha system would have a slight delay as compared to an on-site system. Other area libraries, including Richards and Lebanon, currently use this system. On motion by John Wilson, second by Jim Gottling, it was unanimously approved to go ahead with replacement of the present system with the Koha system.

**IV. Foundation Update – Mindy Flater**

Mindy reported that the Foundation had received a number of new pledges, cash donations, and an anonymous donor had agreed to provide an interest-free loan to cover Foundation expenses, with the result that the amount remaining to be raised has been reduced to \$81,200. Two events are scheduled in September. In conjunction with the Chowder Challenge event, Xan is doing a fund raising event, obtaining support from a number of area businesses. Also on that day, Ray and Cyn Barrette will host a "Wrap It

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Up Event” at the library. This event, open to the public, will be from 7:30 to 9:00 pm. From 6:00 to 7:30 pm key donors, who may increase their donations, or potential donors will be invited. The event will be co-hosted by the Tethers. Mindy said that the \$10,000 challenge donation has been met. The \$20,000 donation has not been matched, although it is being treated as a pledge.

**V. New Abbott Library – Urbach**

**A. Status of the Memorandum of Understanding (MOU) Agreement**

Peter reported having met with Donna Nashawaty three times regarding the MOU agreement, including having met with her at 11:30 am today. Nashawaty had said she would get back to him by the end of the day, but that had not happened.

**B. Review of Financial Projection**

Peter Urbach gave a presentation about the current financial progress and proceeding at this time to begin construction. Peter’s presentation was based on needing to raise \$130,000, a figure several weeks old, rather than the \$81,200 reported by Mindy this evening. The presentation included the following time line that could result in beginning construction September 23.

9/4	Trustee approval
9/5 – 9/13	Friends and Foundation Approvals
9/16	Selectboard approval
9/17	Guaranteed Maximum Price amendment filed with Construction Manager
9/23	Start Construction
	Continue construction through winter
7/15/2014	Complete construction

The following motion was presented by Peter to make possible starting on this time line.

*The trustees recommend to the Selectboard that the contract with Trumbull-Nelson, the Construction Manager for the new library, be amended for a Guaranteed Maximum Price of \$1,984,658. The funds for this contract will be made available in part by deferring the purchase of furniture until later in the construction cycle when additional funds become available.*

This motion was seconded by Xan Gallup.

During discussion, there was concern that deferral of the purchase of furniture could be inadmissible under the Bylaws of the Friends. Also, there was concern that the selectboard would not approve proceeding with the contract without all funds having become available. There was concern expressed about delaying start of construction until winter or later, as costs of site preparation during winter would be higher. Peter said that the time line was fail safe, as failure of any step would result in a fallback position of waiting for all funds to become available.

Terri spoke against proceeding at this time, as not all of the funds are yet pledged or received. Terri firmly believes that the trustees should not act to begin construction until all funds are in place, for she has made that commitment many times on behalf of the trustees in urging town support for the library.

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After extensive discussion, the second was withdrawn by Gallup. Peter then called for a straw vote to learn what support there was for beginning construction on September 23, following the proposed time line. The straw vote passed 4 to 3, yet the motion was not placed back on the floor.

Terri suggested that the trustees agree to postpone the September 17 meeting until the 24<sup>th</sup> to reconsider this question again, allowing time to complete raising all funds and including the “Wrap It Up Event” scheduled on the 19<sup>th</sup>. All agreed to do so.

**VI. Old Business – None**

**VII. Other Business** – Mary asked to hear from anyone about any potential donors that had not yet been contacted.

**VIII. Public Comment**

**IX. Adjournment**

On motion by Xan Gallup, with second by Tom Mickle, the meeting was adjourned on unanimous vote at 8:40 pm.

Respectfully submitted,



James G Gottling, Secretary