

**Abbott Library Board of Trustees Minutes**  
**Town Meeting Room – December 18, 2012**  
**Draft**

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: Sue Gottling, Selectwoman; Jeanne Wilson

**Chairs' Opening Remarks – Terri White**

Terri opened the meeting at 6:30 PM; and asked Tom Mickle to sit in for Barbara Hollander, who had an excused absence.

**Approval of Minutes – Jim Gottling**

November 13, 2012 Minutes: Jim Gottling and Terri W noted three typos. With these corrections, John Wilson, Pete Spanos second, moved to approve the 11/13/2012 minutes as corrected. Passed unanimously.

December 4, 2012 Minutes: Jim G said that 'the' should appear between 'that' and 'foundation' in III. 1<sup>st</sup> paragraph. Terri said that 'no' in II. 2<sup>nd</sup> paragraph should be 'not'. With these corrections, Tom Mickle, John Wilson second, moved to approve the minutes of 12/4/2012 as corrected. The motion was approved unanimously.

**Report from the Friends of Abbott Library**

Dick Katz was not present. Terri reported that the Friends are marketing *A Taste of Sunapee* cookbook.

Judy Balyeat has resigned and Carolyn Dugan will replace her.

At last month's meeting the Friends voted to increase their pledge from \$100k to \$120k. Both the original pledge and the new value are contingent on passage of the bond article.

**Director's Report**

In addition to other comments in her written report, Mary Danko asked for authorization for an amnesty week on library materials. This action would allow library patrons to return overdue items without being charged a fine. Peter Urbach, with second by Peter Spanos, moved to approve an amnesty week as described by Mary Danko. The motion passed unanimously.

**Treasurer's Report – John Wilson**

John Wilson said that the \$42,880.91 in the Campaign Checking account is misleading, as he has written a check for the architect, so the checking account balance actually is about \$22,413. Another misleading value is the \$36,073 under budget. John said that he has not received the payroll amount from the Town, so the amount under budget is considerably less than the value shown. Referring to the Project Status Report, the amount needed to reach the goal for the new library is now \$567,070.

Peter Urbach, with Jim Gottling's second, moved to approve the vendor payments outlined in the Expenses by Vendor Detail for November 9 through December 14, 2012. This motion passed unanimously.

There was discussion about whether the \$10,000 in the New Library Capital Reserve has been included properly in the warrant article statement about funding for the new library. Jim Gottling moved, with second by Tom Mickle, to authorize Peter Urbach and John Wilson to resolve this issue, to be sure that the warrant article and other promotional materials properly present the funding numbers. The motion passed unanimously.

### **Chair's Report – Terri White**

Terri reminded all that an open house has been scheduled for January 12 at the library during normal open hours (9:00 AM to 1:00 PM) to welcome Mary Danko to the community.

Terri spoke about the public hearing for warrant articles to be held Tuesday, January 8, 2013 at 6:30 PM at the town hall meeting room, urging all trustees to attend. Terri said that she and Mary Danko would be preparing a short PowerPoint presentation to support the bond warrant article. Peter Urbach suggested that it was more important to make that sort of detailed presentation at the deliberative session. He felt that the bond article was sure to be approved by the selectboard, which had passed it with virtually no discussion Monday night. Peter thought a one-page summary should suffice. Peter said Terri should be prepared for the one question asked by Chair Fred Gallup, "What happens to the loan amount if you get more private funding?". Peter and Anne Nilsen both suggested details of an appropriate answer to that question.

Terri included a copy of the investment policy that was approved December 20, 2011, which included some additions in item 3 that added "the Friends of the Abbott Library or the Abbott Library Foundation" to the Trustees of the Trust Funds as among those to whom the policy does not apply. Tom Mickle moved, with second by Jean Molloy, to approve the policy in the same form as was approved December 20, 2011. The policy will be updated on the website.

### **New Abbott Library**

#### **A. Final Cy Pres Petition:**

Terri reported receiving a letter from the court dated November 16, 2012 that said the court has granted the petition to use the funds of around \$15,000 for a new library.

#### **B. Foundation Update:**

Terri reporting for Mindy, who has been ill, said that the foundation would shift from the private phase of funding to the public phase, starting January 1. Peter asked if the \$800k that we have stated as having being raised is too conservative. Both Terri and Jean Molloy said that \$800k was realistic.

#### **C. Building Update:**

##### **i. Contract Manager (CM) Contract Approval:**

Peter Urbach announced that the Selectboard approved the CM contract at the previous night's meeting. Terri moved, with second by John Wilson, to approve the CM contract with Trumbull Nelson. This motion passed unanimously.

##### **ii. Building Plans:**

Peter Urbach said that he, John, and now Mary Danko continue meeting almost weekly with Peter Tennant of Tennant/Wallace, the architect, and Trumbull-Nelson, the CM. Peter passed around a recent floor plan that includes a third bay window on

the south side and an energy-efficient, strong skylight, using a product by Manchester, NH manufacturer Kalwall. The architect and CM agree that the \$2.4M figure remains doable, although there is not yet a guaranteed maximum price (GMP.) Originally scheduled for mid-December, the GMP has slipped to mid-February, because of delay in finalizing the architect's contract. Mary Danko has met with a firm that the architect is using, to give them ideas about the interior. These have been fed back to the architect, who has made use of these ideas. Much of the framing will be steel, due to the size of the span. The architect has met with the planning board, making them aware of the relocation of the building on the site to a lower level. The architect has promised a rendering, based on the plans by January 8 that can be used in a public mailing, similar to last year's brochure. The mailing should go out by January 21.

#### D. Warrant Article:

Peter U said he talked with Lake Sunapee Bank about the possible cost of the loan. Last year, the loan figure was 2.620% for a 20-year loan. This year's rate is 2.625%, virtually the same. The point of this information is to determine if we can state, as last year, that the loan will cost \$20 per year for a property tax payer having a \$300,000 home. When the loan is obtained competitive rates will be sought from several banks. Terri noted that several banks that have donated to the Foundation have asked to be included in the funding of the loan.

Promoting a favorable vote will be conducted by the Foundation. Jim Gottling is working on a project for Mindy to develop a program of nine Kearsarge Shopper ads. The first of these, to be published January 9, will advertise the open house for Mary Danko on January 12. After that, each weekly ad will urge support for the warrant article. Jim provided drafts of these nine ads. Following a number of suggestions, Peter Urbach moved, second by Jean Molloy, to recommend the content of the first three ads to the Foundation. The motion passed unanimously.

Mindy's plan to have the Foundation produce an informational mailer to go out by January 25 will need to be met by preparing a brochure describing the library plans. On motion by John Wilson, Tom Mickle second, Jim Gottling, Peter Urbach and Pete Spanos will do that work. Approved unanimously. Anne Nilsen was authorized by Peter Urbach's motion, with second by Jean Molloy, to get the voter list (\$25 or free) to prepare the mailing list. Ideas were presented about developing a humorous video that would be produced, perhaps, by the Armentrouts for use at the deliberative session. Terri said she would follow up on that with Merry Armentrout.

#### **Old Business**

Peter Urbach had two comments. He mentioned a news article from this morning's Valley News about sale of memorial bricks to obtain public support for the Lebanon Public Library. In a second article, also from this morning's Valley News, Peter read about the State's 'Right to Know Law' being strengthened to include civil penalties for public officials' violation of this law. A third change that took effect in July made actions of library employees and trustees subject to public disclosure.

At request of John Wilson, a moment of silence was held in honor of the victims of the Newtown shooting.

**Other Business – None**

**Public Comment**

Terri, after reviewing the progress over the last two years on the new library project, thanked everyone for the work that they have done and will do in the next two months.

**Adjournment**

Pete Spanos, John Wilson second, moved to adjourn at 8:29 PM. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "James G. Gottling".

James G Gottling, Secretary