

Abbott Library Board of Trustees Minutes
Abbott Library – November 13, 2012
Approved

Trustees: Peter Urbach, Acting Chair; John Wilson, Treasurer; James Gottling, Secretary;
Jean Molloy; and Peter Spanos
Trustees Absent: Terri Jillson White, Barbara Hollander;
Alternates: Xan Gallup, and Anne Nilsen
Alternates Absent: Tom Mickle
Others: Mary Epremian, Jeanne Wilson

I. Acting Chairs' Opening Remarks – Peter Urbach

Peter, acting as chair, said that Terri would not be present this evening because she is with husband Peter White who has been hospitalized. Peter asked for Anne Nilsen to sit in for Terri and Xan Gallup for Barbara Hollander. Peter made no introductory comments and asked for Jim G to consider approval of the minutes of October 9 and 16.

II. Approval of Minutes – Jim Gottling

Jim had no corrections for the minutes of October 9, 2012, and there were none from the floor. John Wilson moved, with second by Xan Gallup, to approve the minutes of October 9, 2012 as drafted. The motion passed unanimously.

Jim suggested three corrections for the minutes of October 16, 2012: Item II, Part 2, first line – replace “Good view of...” with “Good view from...”. Item II, Part 3, line 4 – replace “roof overhand...” with “roof overhang...”, and Item XI, first line – replace “commenting” with “commented”. John Wilson, with second by Xan Gallup, moved to approve the minutes of October 16, 2012 with these corrections. The motion passed unanimously.

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

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

V. Treasurer's Report – John Wilson

John Wilson handed out a one-page sheet titled *Abbott Library Expenses by Vendor Detail – November 2012*, explaining that the town auditor has asked the Library Trustees to approve expenditures each month. In the past the Treasurer has made payments, based on authorization to sign checks by the trustees. Going forward, Peter U explained that each month a similar list of bills will be presented, some paid, some not, and approval will be requested for approval from the trustees for those charges for payment. This November list involves items not yet paid. Xan Gallup, with second by Anne Nilsen, moved to approve payment of the items in this November 2012 itemization. The motion passed unanimously.

John Wilson handed out an 11-page printed report, dating back to April 2011, showing month-to-month assets and expenditures on the new library project. The final page of this report shows the project costs (an estimate to be updated when a Guaranteed Maximum Price becomes available,) expenses to date, projected warrant article amount, and total funds needed to reach the goal.

VI. Chair's Report – Peter Urbach

A. Library Statistics – Notice was made of the decrease in many of the library's usage items. Anne Nilsen said that the Interlibrary Loan system has been down for a couple of weeks, and it is not known when that system will be restored.

- B. Budget – John Wilson and Terri presented the library budget to the Selectboard. At that and a subsequent selectboard meeting there were no comments about the library’s proposed budget, which Peter views as a good sign.
- C. Discontinue/Abolish Library Director Search Committee – Xan Gallup moved, with second by Peter Spanos, to abolish the Library Director Search Committee. The motion passed unanimously with no discussion.
- D. Open House – Without motion, Peter U suggested having a committee consisting of Jean Molloy and Terri White, and any volunteers, organize refreshments for an open house to introduce the new library director to the community. This event will be scheduled in January or February.

VII. New Abbott Library

- A. Cy Pres Petition Update – Peter Urbach reported that Terri White went over Terry Knowles at the AG office to her boss and learned that the Cy Pres petition papers had been lost, so Terri sent copies to the AG Office. The AG’s office sent approval of the petition on to the court, and the case now has a docket number and is moving through the court system.
- B. Foundation Update – Peter U spoke about Mindy’s foundation report. There was discussion about approving placement of a link from the library’s website to the foundation’s website. The library website will not provide a direct link to allow potential donors to make a donation to the foundation. Xan Gallup moved, with second by John Wilson, to approve having the library website have such a link to the foundation website. This motion passed unanimously. Steve Nilsen will provide the link.
- C. Building Update – Peter U said that with this morning’s signing of the contract between the town and the architect, the architect now could go ahead with hiring a civil engineering firm to do site planning. The cost of site excavation is one of the major unknowns in preparing the guaranteed maximum price (GMP.) The construction manager contract has not been finalized, but that step is not as important now as having the architect able to proceed with the site planning. When Mary Danko begins working in December, she will be included with Peter U and John W in meetings with the architect and construction manager.
- D. 2013 Warrant Article – The loan amount for the 2013 warrant article cannot be determined until the GMP is set. Peter U called for a motion to proceed with a warrant article. The amount will probably be about \$900k to \$975k. Jean Molloy, with second by John Wilson, moved to go forward with a warrant article for the town to make a bank loan for the new library, with the amount to subsequently be determined. The motion passed unanimously.

VIII. Public Hearing

At 7:00 PM, Peter U opened a public hearing to allow discussion regarding acceptance of a \$50k gift from the Abbott Library Foundation for the purposes of payments regarding architect and construction manager costs on the new library project. There were no adverse comments about acceptance of the gift. On motion to close the public session by Xan Gallup, with second by John Wilson and unanimous vote, the public session closed at 7:09 PM. John Wilson then moved, with second by Jean Molloy, to accept the \$50k gift. This motion passed unanimously.

IX. Other Business

Anne Nilsen asked if locating the new library closer to Rte. 11 was still planned. That question initiated discussion about leaving trees in place or taking some down to allow for an esthetic view. Anne also asked about adding an enclosed room inside the building for the after school program. Peter U said that the architect already has made that change.

Jim Gottling suggested that the new building should not have bow windows at the end of its wings. Bow windows would remove space from the interior, be more expensive than flat windows, and possibly increase heat loss. The end of the porch should extend to a straight line connecting between the ends of the wings, and its steps should be moved to the center, away from the doors at each end. The circulation desk should be open on each end allowing staff members to enter that area freely. Peter U said he would pass these ideas along to the architect for consideration.

X. Public Comment – None

Xan Gallup, with second by John Wilson, moved to adjourn. With unanimous vote, the meeting adjourned at 7:17 PM.

Respectfully submitted,

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

James G Gottling, Secretary