

*approved
as amended*

Minutes of the Abbott Library Trustees' Meeting
Abbott Library, Sunapee, NH
April 22, 2021

In attendance via ZOOM were Trustees: Carol Brudnicki, Chair, Jane Frawley, Vice Chair, Susi Churchill, Treasurer, Betsy Bowen, Jim Harrison and Nancy Berger, and Suzanne Tether.

Library Director attending Via ZOOM: Mindy Atwood (left at 6:32 PM)

Others attending via ZOOM: Tim Eliassen, Abbott Library Foundation representative, and Alyson Stark, Friends of Abbott Library representative.

I. Chair's Remarks

The meeting was called to order by Carol Brudnicki at 5:00 pm, Thursday, April 22, 2021.

Carol began the meeting by reading "A Checklist To Ensure Meetings Are Compliant With Right-To-Know Law During The State of Emergency", confirming that the Trustees are:

- a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means,
- b) Providing public notice of the necessary information for accessing the meeting,
- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access,
- d) Adjourning the meeting if the public is unable to access the meeting.

It was also noted that all votes taken during this meeting shall be done by roll call vote.

II. Approval of Minutes

Betsy moved to approve the minutes as amended. Nancy seconded the motion. The minutes were approved unanimously by roll call vote. Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

III. Treasurer's Report

A. Review of Financials

Susi reported that the bank accounts have all been reconciled. The town funding is current.

The Bar Harbor Certificate of Deposit has matured, and cashed out by Carol. The principal has been deposited in a 24 month CD at Sugar River Bank, and the interest is in a Bar Harbor Bank checking account.

The Trustees' officers have signed the bank signature authorization forms.

The library will receive funding from the NH State Library in the amount of \$3060 as a grant from the Institute of Museums and Libraries. Competitive sub grant applications will be submitted in the Fall.

Review/Approve Bill Manifest

A motion to accept the March Manifest of Bills was made by Jane and seconded by Betsy. The motion was approved unanimously by roll call vote. Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

IV. Director's report – Mindy Atwood

Mindy highlighted her written report:

The Abbott Library and several other New Hampshire municipal libraries have been offered a highly discounted subscription to Aspen Discovery. Mindy recommends the adoption of this highly effective integration of catalog system. A 15 minute overview of Aspen Discovery can be found at <https://youtube/iVb cJ58Jrg>.

Susi made a motion, seconded by Nancy, to expend \$1645 from the Trusts and Fines account for the set-up and training costs for Aspen Discovery. The motion was approved unanimously by roll call vote. Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

Future costs will be included in the annual budget plan.

The number of open hours will move toward full access.

After discussion Carol moved that the Library will continue to require face mask use, and the social distancing policy. Susi seconded the motion which was approved unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

A further policy modification was proposed by Jane and seconded by Jim to modify Library Covid policy by changing the word “and” to “or” in Phase 3 and striking the text “as outlined in the retail and food services guidelines.” The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

V. Chair’s Report- Carol Brudnicki

Carol opened discussion on the Library Memorial Day weekend schedule. Jane made a motion, seconded by Nancy, to close the

library on Saturday, May 29. This proposal recognizes the exemplary staff performance during the months of the Covid 19 pandemic.

The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

If Trustees intend to register for the NHLTA virtual conference, please register individually and submit an invoice to Mindy for registration fees to be paid with one Library check.

It was decided to begin future Board of Trustees meetings at 6:30 pm until further notice.

Advertisement will be made that additional alternate Trustees are needed.

VI. Reports from the Abbott Library Foundation and Friends of the Abbott Library

The Foundation had no report. However, in accordance with the Foundation By-Laws requiring two Library Trustees to sit on the Foundation Board, Suzanne Tether will serve as one representative. Michael Parker will be asked to serve in the same capacity.

The Friends of Abbott Library will meet via Zoom on May 4. It is hoped at that meeting that the Friends will approve funding for a tent to be set up in the parking lot.

Jane reported that a traditional book sale is not a possible option for July 2021.

The Friends' pancake breakfast is still under discussion.

VII. Old Business/Other Business

Jane offered that she holds records on the shed proposals under consideration in the past. She will share these documents with the

Strategic Planning committee working on the topic of a multipurpose room.

X. Public Comment

There was no public comment.

XI. Adjournment to Non-public Session –RSA 91-A:3(c)

Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application of assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

Carol made a motion to adjourn to a Non-public session. This was seconded by Jane. Only Board members attended.

By roll call vote the Trustees voted to adjourn to a Non-public Session under 91-A:3 (2c) at 6:34 PM. Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

A motion was made by Carol, seconded by Jim, to not publicly disclose the minutes because it is determined that divulgence of the information likely would:

X Affect adversely the reputation of any person other than a member of the Board.

By roll call vote the Trustees approved the motion: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

Suzanne made a motion to resume public session, seconded by Susi. The motion was approved unanimously by roll call vote.

Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes. The Trustees returned to Public session at 7:15 pm.

XII. Adjournment

Betsy's motion to adjourn the meeting was seconded by Jim.

The motion passed unanimously by roll vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

The meeting was adjourned at 7:17 pm.