

## Library Board of Trustees' Meeting MINUTES

DATE: Thursday, December 15, 2022

7:00 PM

Chair Bev Bjorklund called the meeting to order at 7:05pm.

### Attendance:

Trustees: Bev Bjorklund, Jim Harrison, Susi Churchill, Nancy Berger, Jim McGraw, Tim Eliassen

Alternates: Susan Johanson

Excused Absences: Jon Reed

Director: Mindy Atwood

Guests: Peter Berghoef

### 1. Chair's Remarks:

Welcome

Minutes:

Bev Bjorklund clarified that Board of Trustees' Minutes in draft form need to be forwarded to the Abbott Library (attn. Brittany Blomquist) within 7 calendar days of a Board meeting to make them available to the public as stipulated in RSA #91-A:1-a.

Bev suggested having a tape recorder would be helpful to the Trustees when taking Minutes. The Board agreed on purchasing a tape recorder for no more than \$60. Director Mindy Atwood will purchase it.

The Chair asked for volunteers to record the minutes for this meeting as well as the first quarter of 2023. Trustees volunteered to do so to include:

Dec. 15, 2022 - Nancy Berger

January 26, 2023 - Jim McGraw

February 16, 2023 - Jim Harrison

March 2023 - Susan Johanson

April 2023 - Tim Eliassen

### 2. Approval of Minutes

Jim Harrison asked for clarification of the meaning of Fireplace in the November, 2022 Meeting Minutes under the topic of The Foundation Report. Tim Eliassen clarified the matter. The Board agreed to strike that word from the draft minutes. Subsequent to that the Minutes were approved.

A Motion was made by Tim Eliassen and seconded by Jim Harrison to approve the minutes. Motion passed unanimously.

### 3. Treasurer's Report

Treasurer Susi Churchill shared the November financial reports with the Board. She reported that the Town funding is current through November and all bank accounts have been reconciled. The "Budget vs. Actuals" report, shows 231 Retirement Contribution is at 63%. We are missing the contributions in the months of January to March which were left off the town financial report at the beginning of the budget cycle. The YTD retirement contribution should be corrected. Mindy Atwood informed the Board that she had just received the corrected amounts. The Treasure will note and adjust the report accordingly.

Susi Churchill also noted that all the necessary signatures of the officers have been completed for pertinent documents at Sugar River Bank. Mascoma Bank will be addressed soon.

A Motion made by Jim Harrison and seconded by Susi Churchill to approve the Manifest of Bills. Motion passed unanimously.

### 4. Director's Report

Mindy Atwood asked the Board to consider changing the date of the January meeting from January 19 to January 26, 2023. The Board agreed to do so.

Mindy reported that the Town has advised the Library to purchase spare boiler parts. The cost for specified parts from ARC is \$1,740.75.

A Motion to encumber \$1,740.75 from FY 2022 budget to be expended in FY 2023 for spare boiler parts was made by Bev Bjorklund and seconded by Jim Harrison.

The motion passed unanimously.

Mindy also suggested that unexpended funds be encumbered to cover the cost for Ingram, an independent vendor that the Library currently contracts with, for services to conduct a diversity assessment of the Library's materials at a cost up to \$4,200. A Motion to encumber up to \$4,200 from FY 2022 budget to be expended in FY 2023 for a diversity assessment of the Library's materials was made by Bev Bjorklund and seconded by Susi Churchill. Motion passed unanimously.

The Director shared a document used by another town Library to aggregate policy and document periodicity of review. The Board agreed that this sort of document could be helpful. Mindy agreed to further explore the components of the form and the process of its use.

#### 5. Strategic Plan Reports

Bev Bjorklund will be identifying a date and time for the Board to have a mini-retreat focused on the Strategic Plan. Given that only one current Trustee was involved in the process of the Plan's development and initial implementation, there is a need for current Trustees to be cognizant of the Plan and discern how to further the work delineated therein. It was agreed that a Doodle Survey would be conducted to determine the availability of the Trustees to attend a retreat. Based on the results of the Survey a date and time will be set.

#### 6. Friends of the Abbott Library Report

No report provided.

#### 7. Abbott Library Foundation Report

Tim Eliassen offered that there was no report. He commented that the Annual Appeal went out and the funds were starting to come in.

#### 8. Chair's Report

Bev Bjorklund led the discussion on the draft Communicable and Infectious Disease Prevention Policy. Subsequently several edits were made to the Draft. One issue to be further addressed is whether to include language of non-discrimination in the Policy or whether it is sufficiently addressed in the Library's Patron Services Policy. The Board agreed that the Library's legal council should be engaged to determine the appropriate course of action. Upon receipt of the opinion of legal council the Board will again review the Draft Policy. The Draft Policy as modified at the meeting is attached to these Minutes.

The Chair led the discussion of the Library's Work From Home Policy developed in June 2020 and amended in October 2021. The Policy does not specify an approval mechanism for the Director to divert, under certain circumstances, from what is articulated in the Policy. Hence this needs to be addressed. As an alternate means to allow for a deviation from the Policy to accommodate a special circumstance, the Director presented a Memorandum of Acknowledgement (MOA) to the Board. A Motion was made by Jim Harrison and seconded by Tim Eliassen to use the MOA effective December 15, 2022 until January 30, 2023 to

adjust the Work From Home Policy for the Director. Motion passed with one abstention.

The Board will resume review of the Work From Home Policy at the January 26, 2023 meeting and modified as deemed necessary.

8. Old Business/Other Business

None

9. New Business

None

11. Public Comment

None

Calendar:

January 26, 2023 at 7:00 pm

February 16, 2023 at 7:00 pm

Respectfully submitted,

Nancy Berger

Secretary

**Abbott Library**  
**Statement of Financial Position**  
As of November 30, 2022

	<u>Total</u>
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
B101 Operating Account	30,392.07
B102 Trust and Fines	20,049.10
B102.1 Petty Cash - Drawer	45.00
Total B102 Trust and Fines	<u>\$ 20,094.10</u>
B201 Cap. Campaign/Donation Account	21,043.42
Total Bank Accounts	<u>\$ 71,529.59</u>
Accounts Receivable	
11000 Accounts Receivable	0.00
Total Accounts Receivable	<u>\$ 0.00</u>
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	<u>\$ 0.00</u>
Total Current Assets	<u>\$ 71,529.59</u>
Other Assets	
A18600 Other Assets	
A18610 Certificate of Deposit	
A18611 Accrued Interest from CD	824.54
A18620 Marth Abbott Trust	125,160.00
A18630 Mabel Davies' Funds	115,104.00
Total A18610 Certificate of Deposit	<u>\$ 241,088.54</u>
Total A18600 Other Assets	<u>\$ 241,088.54</u>
A300 New Library Capital Reserve	0.00
A301 Library Gardner Fund	2,804.54
A302 Library General Fund	9,722.90
Total Other Assets	<u>\$ 253,615.98</u>
<b>TOTAL ASSETS</b>	<u>\$ 325,145.57</u>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	7,235.41
Total Accounts Payable	<u>\$ 7,235.41</u>
Total Current Liabilities	<u>\$ 7,235.41</u>
Total Liabilities	<u>\$ 7,235.41</u>
Equity	
30000 Opening Balance Equity	293,276.30
31500 Temp. Restricted Net Assets	50,000.00
C303 Capital Campaign Fund Balance	274,858.85
Total 31500 Temp. Restricted Net Assets	<u>\$ 324,858.85</u>
32000 Unrestricted Net Assets	-317,183.23
Net Revenue	16,958.24
Total Equity	<u>\$ 317,910.16</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u>\$ 325,145.57</u>

# Abbott Library

## Statement of Activity

### November 2022

	<u>Total</u>
<b>Revenue</b>	
<b>1 Town Funding Contributions</b>	
100 Town Funding	9,800.50
101 Town Funding Payroll & Benefits	25,575.40
<b>Total 1 Town Funding Contributions</b>	<b>\$ 35,375.90</b>
<b>46400 Other Types of Income</b>	
46429 Interest Operating Acct	0.55
46480 Book Reimbursement	247.29
46487 Printing/Copying Income	79.85
46488 Fax	6.00
46489 Overdue Conscience	50.77
<b>Total 46400 Other Types of Income</b>	<b>\$ 384.46</b>
<b>Total Revenue</b>	<b>\$ 35,760.36</b>
<b>Gross Profit</b>	<b>\$ 35,760.36</b>
<b>Expenditures</b>	
<b>2 Payroll and Benefit Expenses</b>	
207 Full Time Wages	14,843.63
208 Part Time Wages	6,772.47
215 Life & Disability Insurance	239.50
220 Medicare	307.11
221 Employer FICA	1,313.22
231 Retirement Contribution	2,099.47
<b>Total 2 Payroll and Benefit Expenses</b>	<b>\$ 25,575.40</b>
<b>3 Prof. &amp; Tech Services</b>	
342A Computer Support/Hardware	619.99
342B Copier Lease	314.54
<b>Total 3 Prof. &amp; Tech Services</b>	<b>\$ 934.53</b>
<b>4 Facilities</b>	
410 Electricity	549.33
411 Heat	1,169.79
430 Bldg Repair & Maintenance	133.00
<b>Total 4 Facilities</b>	<b>\$ 1,852.12</b>
<b>5 Other Services</b>	
540 Training and Meetings	720.00
550 Programs	150.00
560 Membership	155.00
<b>Total 5 Other Services</b>	<b>\$ 1,025.00</b>
<b>6 Supplies</b>	
610 General Supplies	96.89
610-A Machine Supplies	21.98
610-C Program Supplies	9.99

640 Custodial Supplies	543.64
<b>Total 6 Supplies</b>	<b>\$ 672.50</b>
7 Capital Outlay	
750 Furniture and Fixtures	139.35
<b>Total 7 Capital Outlay</b>	<b>\$ 139.35</b>
8 Library Materials	
802-A Books	2,346.69
802-B Subscriptions	583.70
802-C Non-Print	406.18
802-F Software	5,776.95
802-H E-Content	1,250.00
<b>Total 8 Library Materials</b>	<b>\$ 10,363.52</b>
9 Bank Charges and Fees	475.03
<b>Total Expenditures</b>	<b>\$ 41,037.45</b>
<b>Net Revenue</b>	<b>-\$ 5,277.09</b>

Wednesday, Dec 14, 2022 11:23:43 AM GMT-8 - Accrual Basis

**Abbott Library**  
**Expenditures by Vendor Summary**  
**November 2022**

	<b>Total</b>
Amazon	651.68
American Library Association	155.00
ARC Mechanical Contractors	133.00
By Water Solutions	5,433.00
Canon Solutions America	314.54
Dead River Company	1,169.79
Deluxe	475.03
Ebsco	258.70
Eversource	549.33
Gale	64.58
H.W. Wilson by Grey House Publishing	300.50
Hoopla	1,250.00
Ingram	1,796.19
Lesley Wotton	150.00
Melinda S. Atwood	343.95
Midwest Tape	257.12
Precision Software Corporation	619.99
Treas.of the State of New Hampshire	720.00
ULINE	494.65
Valley News	325.00
<b>TOTAL</b>	<b>\$ 15,462.05</b>

Tuesday, Dec 13, 2022 07:53:58 PM GMT-8 - Accrual Basis



**Abbott Library**  
**Budget vs. Actuals: FY\_2022 - FY22 P&L**  
January - November, 2022

	Total					
	YTD Actual	YTD Budget	\$ over YTD Budget	% of YTD Budget	Annual Budget	% of Annual Budget
Revenue						92%
1 Town Funding Contributions	0.00	0.00	0.00			
100 Town Funding	107,805.50	0.00	107,805.50		0.00	
101 Town Funding Payroll & Benefits	263,584.20	0.00	263,584.20		0.00	
Total 1 Town Funding Contributions	<b>\$ 371,389.70</b>	<b>\$ 0.00</b>	<b>\$ 371,389.70</b>		<b>\$ 0.00</b>	
43400 Direct Public Support	50.00	0.00	50.00		0.00	
43450 Individ, Business Contributions	325.00	0.00	325.00		0.00	
Total 43400 Direct Public Support	<b>\$ 375.00</b>	<b>\$ 0.00</b>	<b>\$ 375.00</b>		<b>\$ 0.00</b>	
45000 Investments (deleted)	0.00	0.00	0.00			
45030 Interest-Savings, Short-term CD	280.79	0.00	280.79		0.00	
Total 45000 Investments (deleted)	<b>\$ 280.79</b>	<b>\$ 0.00</b>	<b>\$ 280.79</b>		<b>\$ 0.00</b>	
46400 Other Types of Income	0.00	0.00	0.00			
46429 Interest Operating Acct	5.41	0.00	5.41		0.00	
46430 Miscellaneous Revenue	15,681.08	0.00	15,681.08		0.00	
46480 Book Reimbursement	661.08	0.00	661.08		0.00	
46481 Non-Resident Fees	740.00	0.00	740.00		0.00	
46487 Printing/Copying Income	882.91	0.00	882.91		0.00	
46488 Fax	123.30	0.00	123.30		0.00	
46489 Overdue Conscience	632.11	0.00	632.11		0.00	
Total 46400 Other Types of Income	<b>\$ 18,725.89</b>	<b>\$ 0.00</b>	<b>\$ 18,725.89</b>		<b>\$ 0.00</b>	
Total Revenue	<b>\$ 390,771.38</b>	<b>\$ 0.00</b>	<b>\$ 390,771.38</b>		<b>\$ 0.00</b>	
Gross Profit	<b>\$ 390,771.38</b>	<b>\$ 0.00</b>	<b>\$ 390,771.38</b>		<b>\$ 0.00</b>	
Expenditures						
2 Payroll and Benefit Expenses	0.00	0.00	0.00			
207 Full Time Wages	136,402.85	155,001.15	-18,598.30	88.00%	169,092.16	88%
208 Part Time Wages	64,674.18	90,974.13	-26,299.95	71.09%	99,244.50	71%

209 Unused Sick Time	0.00	3,889.44	-3,889.44	0.00%	3,889.44	0%
210 Health Insurance	29,657.58	31,461.95	-1,804.37	94.26%	34,322.12	94%
215 Life & Disability Insurance	2,441.77	2,763.57	-321.80	88.36%	3,014.80	88%
220 Medicare	2,915.80	3,499.49	-583.69	83.32%	3,817.62	83%
221 Employer FICA	12,467.44	14,963.26	-2,495.82	83.32%	16,323.55	83%
231 Retirement Contribution	14,041.49	22,294.45	-8,252.96	62.98%	24,321.21	63%
250 Unemployment Comp Insurance	424.39	484.42	-60.03	87.61%	528.45	88%
260 Workers Compensation Insurance	558.70	598.41	-39.71	93.36%	652.81	93%
<b>Total 2 Payroll and Benefit Expenses</b>	<b>\$ 263,584.20</b>	<b>\$ 325,930.27</b>	<b>-\$ 62,346.07</b>	<b>80.87%</b>	<b>\$ 355,206.66</b>	<b>81%</b>
3 Prof. & Tech Services	0.00	0.00	0.00			
341 Telephone	1,287.10	1,420.84	-133.74	90.59%	1,550.00	91%
341A Fire Alarm	777.60	400.00	377.60	194.40%	400.00	194%
341B Internet Access	653.14	687.50	-34.36	95.00%	750.00	95%
342A Computer Support/Hardware	7,853.98	6,000.00	1,853.98	130.90%	6,700.00	131%
342B Copier Lease	1,099.63	1,650.00	-550.37	66.64%	1,800.00	67%
365 Equipment Repair	0.00	1,300.00	-1,300.00	0.00%	1,300.00	0%
<b>Total 3 Prof. &amp; Tech Services</b>	<b>\$ 11,671.45</b>	<b>\$ 11,458.34</b>	<b>\$ 213.11</b>	<b>101.86%</b>	<b>\$ 12,500.00</b>	<b>102%</b>
4 Facilities	0.00	0.00	0.00			
410 Electricity	7,417.42	7,800.00	-382.58	95.10%	8,500.00	95%
411 Heat	6,798.55	5,200.00	1,598.55	130.74%	6,200.00	131%
412 Water	440.00	650.00	-210.00	67.69%	1,000.00	68%
413 Sewer	480.00	500.00	-20.00	96.00%	500.00	96%
430 Bldg Repair & Maintenance	4,113.39	8,250.00	-4,136.61	49.86%	9,000.00	50%
440 Outside Maintenance	1,050.92	3,700.00	-2,649.08	28.40%	3,700.00	28%
<b>Total 4 Facilities</b>	<b>\$ 20,300.28</b>	<b>\$ 26,100.00</b>	<b>-\$ 5,799.72</b>	<b>77.78%</b>	<b>\$ 28,900.00</b>	<b>78%</b>
5 Other Services	0.00	0.00	0.00			
520 Insurance	2,960.85	3,196.84	-235.99	92.62%	3,196.84	93%
540 Training and Meetings	1,195.00	1,375.00	-180.00	86.91%	1,375.00	87%
550 Programs	1,100.00	500.00	600.00	220.00%	500.00	220%
555 Advertising	724.90	550.00	174.90	131.80%	650.00	132%
560 Membership	460.00	750.00	-290.00	61.33%	750.00	61%
<b>Total 5 Other Services</b>	<b>\$ 6,440.75</b>	<b>\$ 6,371.84</b>	<b>\$ 68.91</b>	<b>101.08%</b>	<b>\$ 6,471.84</b>	<b>101%</b>
6 Supplies	0.00	0.00	0.00			
610 General Supplies	1,187.49	1,900.00	-712.51	62.50%	2,000.00	62%

610-A Machine Supplies	663.22	800.00	-136.78	82.90%	900.00	83%
610-C Program Supplies	3,579.35	2,750.00	829.35	130.16%	3,000.00	130%
625 Postage	204.84	200.00	4.84	102.42%	300.00	102%
630 Office Equipment	63.99	100.00	-36.01	63.99%	325.00	64%
640 Custodial Supplies	1,439.33	1,000.00	439.33	143.93%	1,000.00	144%
<b>Total 6 Supplies</b>	<b>\$ 7,138.22</b>	<b>\$ 6,750.00</b>	<b>\$ 388.22</b>	<b>105.75%</b>	<b>\$ 7,525.00</b>	<b>106%</b>
62100 Contract Services	0.00	0.00	0.00			
62110 Accounting Fees	0.00	1,500.00	-1,500.00	0.00%	2,000.00	0%
62140 Legal Fees	517.50	2,000.00	-1,482.50	25.88%	3,500.00	26%
62150 Outside Contract Services	2,975.00	4,160.00	-1,185.00	71.51%	4,160.00	72%
<b>Total 62100 Contract Services</b>	<b>\$ 3,492.50</b>	<b>\$ 7,660.00</b>	<b>-\$ 4,167.50</b>	<b>45.59%</b>	<b>\$ 9,660.00</b>	<b>46%</b>
680 ARPA related expenses	15,052.02	0.00	15,052.02		0.00	
7 Capital Outlay	0.00	0.00	0.00		0.00	
750 Furniture and Fixtures	289.34	300.00	-10.66	96.45%	300.00	96%
<b>Total 7 Capital Outlay</b>	<b>\$ 289.34</b>	<b>\$ 300.00</b>	<b>-\$ 10.66</b>	<b>96.45%</b>	<b>\$ 300.00</b>	<b>96%</b>
8 Library Materials	0.00	0.00	0.00			
802-A Books	19,722.31	27,500.00	-7,777.69	71.72%	30,000.00	72%
802-B Subscriptions	3,748.81	3,300.00	448.81	113.60%	4,300.00	114%
802-C Non-Print	4,796.69	4,675.00	121.69	102.60%	5,100.00	103%
802-F Software	8,183.98	7,600.00	583.98	107.68%	7,600.00	108%
802-G Collection Supplies	1,652.83	1,200.00	452.83	137.74%	1,700.00	138%
802-H E-Content	7,264.73	2,200.00	5,064.73	330.22%	2,200.00	330%
<b>Total 8 Library Materials</b>	<b>\$ 45,369.35</b>	<b>\$ 46,475.00</b>	<b>-\$ 1,105.65</b>	<b>97.62%</b>	<b>\$ 50,900.00</b>	<b>98%</b>
9 Bank Charges and Fees	475.03	0.00	475.03			
<b>Total Expenditures</b>	<b>\$ 373,813.14</b>	<b>\$ 431,045.45</b>	<b>-\$ 57,232.31</b>	<b>86.72%</b>	<b>\$ 471,463.50</b>	<b>87%</b>
<b>Net Revenue</b>	<b>\$ 16,958.24</b>	<b>-\$ 431,045.45</b>	<b>\$ 448,003.69</b>	<b>-3.93%</b>	<b>-\$471,463.50</b>	<b>-4%</b>
<b>Net Remainder</b>	<b>\$ 21,079.92</b>					

**Director's Report**  
**For December 15, 2022**

**Public Relations and Advocacy**

- Attended ABC/Selectboard meeting on October 28
- Attended state-wide Director's call on December 1- reviewed the Right-to-Know law, practices and policies
- Attended ABC/Selectboard meeting on December 12
- Attended Department Head meeting on December 14 (if this meeting happens)
- I hope you all enjoyed the Union Leader article featuring several New Hampshire libraries including our own Abbott Library! In case you missed it, here is the link to the article:  
[https://www.unionleader.com/news/human\\_interest/public-libraries-not-just-for-books-anymore---and-no-shushing/article\\_58967dfb-9373-557e-8c3c-003ab910b5ce.html](https://www.unionleader.com/news/human_interest/public-libraries-not-just-for-books-anymore---and-no-shushing/article_58967dfb-9373-557e-8c3c-003ab910b5ce.html)

**Financial Management**

- I am waiting for guidance from Shannon, the Town Manager about how to create a "sole source justification memo" so that the library may receive these funds and begin to place ads in the Kearsarge Shopper.
- I sent the Schedule of Payments memo for 2023 to the Town Manager. In the event of a default budget, that memo will need to be amended.
- I have attached the quote from ARC for some extra boiler parts. It is Craig's recommendation that we keep the parts easily accessible to facilitate faster possible problems, especially given supply chain issues.
  - For your action: motion to encumber \$1740.75 from FY 2022 budget to be expended in FY 2023 for spare boiler parts.

**Building Management**

- The carpets were cleaned on Saturday, December 10. Thank you to Brian, Ruane and Terri for moving and replacing lots of furniture and mats!

**Policy Management**

- I recently came across a document the Goffstown Public Library director and board use to track their policy updates. I've attached a copy for your review.
  - For your discussion: Would the Abbott Library benefit from the adoption of a similar document?

**Collection Management**

- The 802 A Books line is under-expended for 2022 in part because we have been without a youth services librarian to purchase books for the Juvenile collection. I would like to utilize the remaining funds to contract with our primary book supplier, Ingram, to perform a diversity audit on the adult, YA and children's book collection. The cost of the service is \$4200 and as of today we have approximately \$5,500 left to spend in the materials budget.

The diversity audit will review the Abbott Library book collection not only for racial diversity but for materials related to mental health, neurodiversity and LGBTQIA+ topics. The report will also include a list of suggested purchases that could fill any gaps we have.

For your action: Encumber \$4200 from FY 2022 budget to be expended in FY 2023 for a diversity audit service to be performed by Ingram.

### **Staff Management**

- We received 13 resumes and cover letters for the Youth Services Librarian. No candidate had a Masters in Library Science but three candidates had advanced degrees in other fields. I'm very pleased to share that we have hired MacKenzie Kennedy and that she will begin on December 19. MacKenzie comes to us from the Beckett School at Mount Prospect in Plymouth. She has a Masters in Clinical Mental Health from Plymouth State University. I have signed her up for a youth services introduction course with the New Hampshire State Library and made arrangements for her to observe several Sunapee Central Elementary School classrooms.

All other candidates have been notified that another individual has been selected.

### **Program Management**

- I've met with both Peter and Brittany and in 2023, our goal will be to have three months of programming planned and to begin promoting events at least 6-8 weeks prior to their occurrence. As a reminder, programs are promoted in the newsletter, on social media, on the website and within the library building. Soon we will add the Kearsarge Shopper to that list!

### **Upcoming Programs**

Storytime: Thursdays at 10 AM

Mah Jongg: Thursdays at 3 PM

December 14-16: Calming Holiday Coloring, a drop-in event during open hours

January 5 at 6:30 PM: Book Discussion Group "Firekeeper's Daughter" by Angeline Boulley

January 12 at 6 PM: Learn to Bullet Journal with Brittany

January 13 at 10 AM: Town Manager Community Conversation at Abbott Library with the Sunapee School District