

**Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
December 17, 2020**

In attendance were Trustees: Carol Brudnicki, Chair, Jane Frawley, Vice Chair, Susi Churchill, Treasurer, Peg Lesiak, Secretary, Scott Rapoport (stepped off call for a few minutes at the beginning), Suzanne Tether (joined at 5:14pm) and Betsy Bowen.

Alternates: Jim Harrison, Michael Parker

Library Director: Mindy Atwood

Others: None

I. Chair's Remarks

The meeting was called to order by Carol Brudnicki at 5:01 pm, Thursday, December 17, 2020.

Carol began the meeting by reading "A Checklist to Ensure Meetings Are Compliant with The 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 that are taken during this meeting shall be done by roll call vote.

II. Approval of Minutes

Susi moved to approve the minutes of the Abbott Library Trustee's Meeting of Thursday, November 19, 2020, as amended. The motion was seconded by Betsy. The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Betsy Bowen – yes; Peg Lesiak – yes.

III. Treasurer's Report

A. Review of Financials

- Susi reported that the bank accounts have all been reconciled. The town funding is current.
- Early in November the library received a second check for reimbursement of COVID-related expenses in the amount of \$7,347.20. There remains \$6,608.41 in expenses yet to be reimbursed by the town.
- The town received the insurance reimbursement from Primex for the expenses incurred for the power and generator failure earlier this year. Mindy and Heather looked into this matter and it appears the town owes the library \$488.55 which is the reimbursement for the cost of the propane used. Mindy will speak with the town's Finance Director to reach agreement on this.
- Susi noted that the 2021 library budget will be reviewed by Mindy at this meeting.

B. Review/Approve Bill Manifest

Betsy made a motion seconded by Jane to accept the November 2020 Manifest of Bills. The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rapoport – yes; Betsy Bowen – yes; Peg Lesiak – yes.

C. 2021 Budget

Mindy reminded the Trustees that the operating expense portion of the 2021 proposed budget had been approved at a prior Trustee meeting. Identifying the expenses for salaries and benefits had been complicated by the timing of filling the Library Aide III position. Assumptions for the salary and benefits for that position had been made, and the Advisory Budget Committee (ABC) was fine with the numbers. Mindy reminded the Trustees that unlike unexpended operating expenses, any unexpended wages and benefit costs will roll into the town's general fund.

An offer has been made and accepted to fill the Library Aide III position (for more information on this, see the Director's Report section of these minutes).

Carol made a motion, seconded by Susi, to approve the 2021 Abbott Library working budget 1.5 for the total operating and salary and benefit expenses of \$468,004.84. The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rappeport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.

IV. Director's Report - Mindy Atwood

Mindy highlighted her written report:

- **Planning and Development**

- Mindy participated in several Strategic Planning Committee meetings.
- The New Hampshire Department of Health and Human Services guidelines for the length of time for self-isolation have changed from 14 days to 10 days. Mindy attached documents for reference.

Betsy made a motion, seconded by Susi, to follow the New Hampshire Department of Health and Human Services guidelines for self-isolation and to incorporate the changes into the Abbott Library COVID-19 Pandemic Policy. The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rappeport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.

- **Financial Management**

- The library's GOFERR claims submitted to the Town of Sunapee Finance Director are current. To date, the library has not received reimbursements for the GOFERR expenses incurred from September 15 to October 15.

- **Staff Management and Development**

- Mindy was very pleased to announce that Nichole Marcy will fill the new Library Aide III role for Technology and Outreach! Nichole lives in Grantham, has experience working in public libraries and holds a B.A. in Library Science. Her first day will be December 21. Nichole will work a combination of in-library and work-from-home hours. Welcome Nichole!
- Congratulations to Justin and Joni who will finish their University of Wisconsin-Madison classes! Justin was enrolled in "Public and Community Library Services" and Joni took part in "Youth Services 101".

- **Program Management**

- Attendance at the online story hour decreased slightly; however, Mindy expects it will pick up again after the holidays.
- The Drive-By Santa event was a wonderful success! The library partnered with the Sunapee Police Department, Project Sunapee, the Recreation Department and the Sunapee Heritage Alliance, making this a true community effort. All 125 bags

containing books, craft kits and a gingerbread cookie decorating kit were given away. Mindy graciously shared a fabulous picture of herself dressed as an elf for this event!

- The book and film discussions continue monthly.
- The virtual flower arrangement workshop on November 23 was a great success, with 34 attendees. Mindy did a terrific job teaching this Zoom class! Another flower arranging workshop will be held on December 21 and 35 attendees have already signed up. In addition, the library was asked to submit an article to the Reference and Adult Services NHLA newsletter about this program idea.

- **Collection Development**

- In the spring of 2020, when the library was closed to the public, the library staff reduced the number of materials that were purchased. The staff is currently in the process of reviewing materials that were published in the spring to determine which should be purchased. This process will likely carry into 2021.

Mindy discussed the way to approach this situation with the Town of Sunapee Finance Director.

Suzanne made a motion, seconded by Susi, to encumber up to \$2,000.00 for the purchase of print and audio materials and DVDs published and released in 2020. The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rappeport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.

- **Community Outreach**

- A postal patron mailer was sent out on December 15. The mailer included information about the library's digital resources, encouragement to sign up for the newsletter, and reminders about the library's website and social media accounts. An Abbott Library sticker was also included.

- **State of NH Libraries in the time of COVID-19**

- Mindy continues to attend the New Hampshire Library Directors' calls, which have returned to a weekly schedule.
- Mindy also continues to attend the New Hampshire Emergency Operations Center (EOC) call on Wednesdays at noon.
- A question was raised as to the staff's level of comfort with the library's current open hours/days. Mindy shared that the staff is still comfortable with how the library is operating, including the open hours/days. She indicated that from now through the end of 2020, Simply Clean will do both cleaning cycles (the staff had been doing one of the cycles recently). Mindy added that Abbott Library is one of the few libraries open beyond offering curbside pick-up. The physical space and lay-out of the library greatly support being able to be open.

V. **Chair's Report**

- Carol was pleased to report that both Jim Harrison and Michael Parker were approved by the Town of Sunapee Selectmen for the roles of Abbott Library Trustee Alternates. The Trustees are thrilled to welcome Jim and Michael!
- The Strategic Planning Committee met on Dec. 7th for what might be the last committee meeting. ESC plans on having the final report for us by Dec. 21st. We are now in the process of identifying Trustee Leaders for each goal.
- Jane and Suzanne are working on gathering the items for the Staff gifts.
- The year-end Library Director Evaluation committee is working on the questionnaire to be completed by the staff.

VI. Strategic Planning Update

Peg reported that the documentation of the Abbott Library Strategic Plan, including the timeframes and the measures of success, was completed at the committee meeting on Dec. 7th. There was some minor word-smithing, for the purpose of clarity, on a couple of the goals and action steps that had been shared at the November Trustee meeting. Our partners from ESC put together the Word document version of the Goals, Strategies and Action Steps for ease of reading, which Carol sent to all the Trustees and Alternates prior to tonight's meeting. As was mentioned previously, ESC is working on producing a final report by Dec. 21, 2020. With input from committee members, this final report will be information that can be posted on the library's website, informing patrons of the background, process, and focus of the plan.

In addition, ESC has offered to conduct a training session on "The Role of the Trustee" at no additional cost under the contract. This relates directly to one of the goals in the plan, in terms of clearly defining the role of a trustee, the expectations, responsibilities, support of the library staff, etc., to continually increase the effectiveness of the board. The outcome of the training, discussions and documentation will be an excellent source for recruiting and orienting new trustees and alternates. ESC will draw on their broad experience with non-profit organizations to develop and present this training.

Prior to and at tonight's meeting, Trustee/Alternate Leads were identified for each goal, which was terrific as this was the last piece of the plan needing completion! As a reminder, a Lead guides and shepherds the work to be done. Mindy is identifying staff leads for each goal as well, which is a wonderful opportunity for the Trustees, Alternates and Staff to work together.

The Trustee/Alternate Leads are:

- Goal 1A – Michael Parker
- Goal 1B – Suzanne Tether
- Goal 2 – Carol Brudnicki and Peg Lesiak
- Goal 3 – Jim Harrison
- Goal 4 – Jane Frawley
- Goal 5 – Susi Churchill and Scott Rappeport

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

A. Abbott Library Foundation

The Abbott Library Foundation newsletter mailing was sent and donations have been coming in. Over \$12,000 has been collected to date. This is quite a testament to community support of the library, especially given how soft the "ask" actually is.

B. Friends of the Abbott Library

The Friends of the Abbott Library are looking into a variety of ways to support virtual programming in 2021. They are also generating some fun ideas for the month of January. The Friends also were great contributors to the very successful Drive-By Santa event held Dec. 12th!

VIII. Old Business/Other Business

- The next Trustee meeting is scheduled for January 21, 2021, at 5:00pm, via Zoom. Mindy will open the Zoom meeting at 4:45pm so the meeting can begin promptly at 5:00pm.
- Jane reported that the Staff holiday gifts are set.
- Carol informed the board that Peg Lesiak, whose term as a Trustee ends Feb. 2021, will not be running for re-election in March 2021. She reminded the board of the date for submitting the paperwork to run for election, and stated she will be reaching out to the Alternates to discuss their interest in running for a Trustee position.

- The Board agreed that Carol will draft a preliminary Director’s annual evaluation and provide it to the Board prior to the January 21, 2021 Trustee meeting.

IX. Public Comment
None.

X. Adjournment to Non-Public Session 91-A:3 II(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 for 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 Scott. By roll call vote, the Trustees voted to adjourn to a Non-Public Session under 91-A:3 II(c) at 6:15pm. Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rappeport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.

Suzanne made a motion to resume public session, seconded by Jane. Approved unanimously by roll call vote, the Trustees returned to public session at 6:32 pm. Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rappeport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.

Motion made by Carol, seconded by Peg, to not publicly disclose the minutes because it is determined that divulgence of the information likely would:

- Affect adversely the reputation of any person other than a member of the Board, or
- Render the proposed action ineffective, or
- Pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life, which shall include training to carry out such functions.

Roll Call vote to seal the minutes:	Carol Brudnicki	Yes
	Jane Frawley	Yes
	Susi Churchill	Yes
	Scott Rappeport	Yes
	Suzanne Tether	Yes
	Betsy Bowen	Yes
	Peg Lesiak	Yes

XI. Adjournment

Susi made a motion to adjourn, seconded by Jane. The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rappeport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.

The meeting was adjourned at 6:35 pm.

Respectfully Submitted
Peg Lesiak, Secretary

December 20, 2020