

Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
February 20, 2020

In attendance were Trustees: Carol Brudnicki, Chair, Jane Frawley, Vice Chair, Susi Churchill, Treasurer, Peg Lesiak, Secretary and Scott Rapoport.

Alternates: Suzanne Tether, Jon Reed

Library Director: Mindy Atwood

Others: Russ Holden, Jesse Tyler, Andrew Nichols

I. Chair's Remarks

The meeting was called to order by Library Director Mindy Atwood at 5:31 pm, Thursday, February 20, 2020. Carol indicated Suzanne is sitting in for the open Trustee position and Jon is sitting in for Jim Currier. Jim Currier has an excused absence.

II. Sunapee School Board CIP Committee

As many of the Trustees had attended various public sessions in regard to the upcoming warrant article on the Sunapee Schools Capital Improvement Project, Russ Holden, Jesse Tyler and Andrew Nichols joined this meeting to answer any outstanding questions the Trustees had. A number of questions were discussed to clarify and further educate the Trustees on this topic.

III. Approval of Minutes

Scott moved to approve the minutes of the Abbott Library Trustee's Meeting of Thursday, January 16, 2020, as submitted. The motion was seconded by Susi. The motion passed unanimously.

Susi moved to approve the minutes of the Abbott Library Trustee's Meeting of Wednesday, February 5, 2020, as submitted. The motion was seconded by Scott. The motion passed unanimously.

IV. Treasurer's Report

A. Review of Financials

- Susi reported that the bank accounts have all been reconciled. The town funding is current.
- Susi pointed out that the budget figures for 2020 will not be shown on the Operating Account – Profit & Loss Budget vs. Actual document until after the town vote in March.
- Mindy provided additional information on some of the January expenditures.

B. Review/Approve Bill Manifest

Jon made a motion seconded by Suzanne to accept the January 2020 Manifest of Bills. The motion passed unanimously.

V. Director's Report - Mindy Atwood

Mindy highlighted her written report:

A. Public Relations and Advocacy

- Mindy was asked to participate in the Girls on the Run (GOTR) program at the elementary school. This program, which trains girls on running, is an excellent opportunity to build positive relationships with both students and staff at the school. By building these relationships at an early age, Mindy looks to have those relationships continue throughout the students' years in school. Training begins mid-March and the program culminates with a 5K fun-run on June 6.

- Mindy has taken over responsibility for the bi-weekly newsletter, website updates, social media posts and library slides in the foyer. She will attempt to also update the town-wide calendar with the library's events this week.

B. Legal Management

- The Library's attorney, Bob Wells, replied to the questions generated by the trustee sub-committee about plowing and maintenance. The committee reviewed Attorney Wells' responses and generated two follow-up questions. At this time, the sub-committee's best recommendation to the Board is to wait to hear back from the attorney and to wait to hear what kind of data the town provides the library as 2020 progresses. The sub-committee also recommends that Mindy pursue information about pricing property maintenance and plowing costs from other vendors.

C. Professional Development

- On April 3, at the Kilton Public Library in West Lebanon, from 9am to noon, Rebekkah Smith Aldrich will speak on sustainability in the public library setting. Mindy hopes to have as many staff members attend as possible. Trustees are also invited to attend. It was agreed that Peg will reach out to ESC to see if there is interest in attending this program.

Rebekkah Smith Aldrich (MLS, LEED AP) is the Executive Director of the Mid-Hudson Library System. She currently serves as the co-chair of the American Library Association's (ALA) Special Task Force on Sustainability, as an advisory board member for ALA Center for the Future of Libraries, and is the co-founder of both the ALA Sustainability Round Table and the New York Library Association's Sustainability Initiative. A frequent international speaker on the topic of libraries and sustainability, Rebekkah is the author of *Sustainable Thinking: Ensuring Your Library's Future in an Uncertain World and Resilience*, part of the Library Future Series from ALA Editions. You can learn more about Rebekkah at <http://SustainableLibraries.org>.

D. Financial Management

- The 2019 fiscal year has come to a close. The bill from the Town of Sunapee for insurance has not yet been received. There are a few smaller bills also still unpaid. To date, the library will leave less than \$500 of its operations budget unexpended.

E. Planning and Development

- Due to recent events at New England public libraries regarding meeting room use policies and a recent inquiry for use of the Abbot Library Activities Room, Mindy recommends that the Policy Committee reconvene for a review of the meeting room use policy.
- Mindy provided ESC with a list of programming over the past year and the 2019 financial (unaudited) that were submitted as part of the 2019 Town Report.
- At the request of the Strategic Planning Committee, Mindy compiled the list of people for ESC to interview. Mindy has begun to reach out to the people to ask if they are willing to participate.

F. Collection Management

- Joni is currently weeding the non-fiction collection. As a reminder, criteria for consideration include: condition of the materials, accuracy, circulation and relevance to the library's overall collection.

G. Technology Management

- The new Wi-Fi router has been installed.
- The library continues to have problems with the receiver that is part of the AV system in the Activities Room. Precision Software is troubleshooting the problem but a replacement receiver may need to be purchased.

H. Building Management

- Mindy generated a schedule/checklist for the custodian, Brian Gebo. Craig has reviewed it and confirmed that the tasks listed can be accomplished in the time Brian has to work for the library. Mindy hopes to meet with Brian in the next week or two to go over the schedule.

I. Program Management

- Mindy met with the Friends of the Abbott Library on January 28th and presented anticipated funding requests for 2020. The Friends approved more than \$24,000 in funding for programming, digital services and staff development. A full list of approved expenditures was provided to the Trustees. The Trustees are extremely grateful to the Friends for their incredible support of the library.
- A breadth of children's programming is planned for the February school break.
- Registration is now open for the March block of after school programming.

J. Staff Management

- The annual review for Justin has been submitted to HR. Mindy recommended a step increase.

VI. Chair's Report

- Susi, Scott, Mindy and Carol met on Dec. 9th and again on Feb. 4th to discuss future budgeting concerning building maintenance responsibilities. A clarification was received from our lawyer. Mindy will brief the board at this meeting.
- Carol spoke at the town deliberative session, the Sunapee Gardeners' luncheon, and at the Coffee with the Chief, explaining the Library Aide III warrant article on the March ballot, asking the attendees for their support. This is a position to support the library's growing technology needs
- Carol reported that Suzanne Tether, Susi Churchill and Shannon Martinez have submitted their names for the town ballot to fill the two 3 year Library Trustee positions that are open. Betsy Bowen submitted her name for the 2 year Library Trustee position.
- The annual Library Book Sale will be held on July 11, 2020.
- The contract with ESC was reviewed, signed and submitted, with the first of three payments being made. On Feb. 17th, Carol, Scott, Mindy and Peg met with the ESC team to begin the strategic plan development process. An update will be provided at this meeting.

VII. Report from the Abbott Library Foundation

No updates at this time.

VIII. Report from the Friends of the Abbott Library

- As mentioned above, the Trustees expressed their gratitude to the Friends of the Abbott Library for the incredible levels of support they provide to the library.
- The Friends approved the date of July 11, 2020 for the pancake breakfast and library book sale events.

IX. Strategic Planning and Task List report

Carol and Peg provided an update on the first meeting of the Strategic Planning Committee with Empower Success Corp (ESC). Preliminary research done by ESC was discussed, along with the interviews to be conducted, the interview questions to be used, the timing, etc. Next steps were articulated, with the next meeting of this committee to be held on April 13th, from 2-4:30pm.

Peg also mentioned that at the NHLTA spring conference, to be held on May 12th, the keynote address topic is “Trends Shaping the Future of Public Libraries”. This will be shared with ESC as they may wish to attend.

X. Storage Shed

After discussion, it was decided by the Trustees to defer further work in regard to a storage shed until the strategic planning work is completed. Interim storage solutions will be found as and when needed.

XI. Old Business/Other Business

None.

XII. Public Comment

None.

XIII. Adjournment to Non-Public Session 91-A:3 II(a)

*The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

Carol made a motion to adjourn to a non-public session. This was seconded by Jane. By roll call vote, the Trustees voted to adjourn to a Non-Public Session under 91-A:3II(a) at 6:50 pm.

Carol made a motion to resume public session, seconded by Susi. Approved unanimously, the Trustees returned to public session at 7:16 pm.

Motion made by Jane, seconded by Suzanne, 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, 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
	Scott Rappeport	Yes
	Susi Churchill	Yes
	Peg Lesiak	Yes
	Suzanne Tether	Yes
	Jon Reed	Yes

XVI. Adjournment

Jon made a motion to adjourn, seconded by Scott. This was unanimously passed.

The meeting was adjourned at 7:17 pm.

Respectfully Submitted

Peg Lesiak, Secretary

February 21, 2020