

**Minutes of the Abbott Library Trustee's Meeting**  
**Abbott Library, Sunapee, NH**  
**January 16, 2020**

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

*Alternates:* Sharon Palmer, Suzanne Tether

*Library Director:* Mindy Atwood

*Others:* Lynn Post (ESC), Niraj Agarwal (ESC), Betsy Bowen, Shannon Martinez

**I. Chair's Remarks**

The meeting was called to order by Chair Carol Brudnicki at 5:30 pm, Thursday, January 16, 2020. Carol indicated Sharon Palmer is sitting in for the open Trustee position and Suzanne Tether is sitting in for Jim Currier. Jim Currier has an excused absence.

**II. Empower Success Corp (ESC)**

Following the prior agreement of the Trustees, Lynn Post and Niraj Agarwal of Empower Success Corp (ESC) attended the meeting to discuss the opportunity to partner with the Library on a strategic planning process. Lynn and Niraj provided an overview of how the process could work, what the deliverables would be, what benefits could be realized, and a proposed high-level schedule. A good dialogue ensued as questions were raised.

Following this portion of the agenda, Lynn and Niraj were invited to remain to observe more of the Trustees' meeting. Later in the meeting, after Lynn and Niraj had departed, the Trustees discussed the idea of partnering with ESC (see below in the Strategic Planning section of these minutes).

**III. Approval of Minutes**

*Jane moved to approve the minutes of the Abbott Library Trustee's Meeting of Thursday, January 2, 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 provided an updated P&L statement and Mindy explained various line items that were impacted by the timing of bills and/or pay periods.

**B. Review/Approve Bill Manifest**

*Sharon made a motion seconded by Carol to accept the December 2019 Manifest of Bills. The motion passed unanimously.*

**V. Director's Report - Mindy Atwood**

Mindy highlighted her written report:

**A. Public Relations and Advocacy**

- The Library is partnering with the Sunapee Police Benevolent Association and the Sunapee School District to offer a screening and panel discussion of the documentary "Angst" on February 6<sup>th</sup>.
- The first draft of the library's report for the Town of Sunapee Annual Report was sent on January 10<sup>th</sup>. Still to come are the unaudited financials for 2019 and the finalized circulation and usage statistics for 2019. Mindy provided a copy of the report.

- The Sunapee School Board CIP Committee would like 5-10 minutes to present their proposed plan for the new elementary school to the Abbott Library Board of Trustees. Mindy suggested February 20, 2020. After discussion, the Trustees agreed to have the CIP Committee attend the next Trustee meeting to review key points.

#### **B. Legal Management**

Mindy sent a summary of the questions that were generated by the sub-committee about paying for building repair and maintenance to Bob Wells. Bob responded that he may not be the best-suited to answer the questions, and suggested Terry Knowles, the former head of the Office of Charitable Trusts, could provide consulting services to McLean Middleton on this topic. Everyone agreed this was a good step to take.

#### **C. Professional Development**

Mindy reminded the Trustees that this is the year she will serve as President of Reference and Adult Services (READS), a section of the New Hampshire Library Association. Mindy explained what the organization provides (ex., professional development, advocacy, program/conference planning, etc.) and what READS offers (ex., programs, professional development, to-go kits for book clubs, etc.). It was suggested that the READS to-go kits for book clubs (a suggestion of twenty books that book clubs might consider) could also be posted on the Abbott Library website.

#### **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 2019 operations budget unexpended. This margin is within acceptable accounting practices as it is less than 1 per cent of the overall budget.

#### **E. Collection Management**

The New Hampshire State Library statistical report will soon be ready for all public libraries in the state to submit usage statistics for 2019. In 2019, there were 2,222 unique, active library patrons. That does not include library patrons who only use New Hampshire Downloadable Books (NHDB). Unfortunately, there is no way to capture those users.

#### **F. Technology Management**

Due to shipping delays, the new Wi-Fi router is not yet in place.

#### **G. Building Maintenance**

- Mindy spoke with Craig Heino about the procedures for cleaning the public bathrooms at the town beaches and in the Harbor. Mindy will be generating a checklist for Brian Gebo, the custodian, to follow.
- Mindy heard back from Scott Hazelton regarding adding guardrails along the connector between the upper and lower parking areas at the library. While Scott did not support the addition of a guardrail, he did suggest a visual aid, such as reflecting delineator posts (NHDOT approved), be installed two feet off the edge of the pavement so as not to be in the way of winter maintenance activity. In addition, he also supported painting a yellow striped center line on the pavement of the connector which could be completed in the spring.

#### **H. Program Management**

- December school vacation programming was a great success, especially family movie night and Harry Potter Day. Great work and kudos to Joni, Katy and Alexa!
- The Library will offer programming during February school vacation.
- The next block of after-school programming will take place in March.

- The movie matinee has had very low attendance, but given the effort to set it up, this will continue to be offered.
- The Friends of the Abbott Library will meet on January 28<sup>th</sup> or 29<sup>th</sup>. At that meeting, Mindy will request funding for a majority of the library programming for 2020.

#### **I. Staff Management**

Mindy was sorry to report that Amy Dolan resigned from the Library Aide III position after her second day of work. While she expressed positive comments about the staff, she did not think she was a good fit for the role and the commute was an issue. Accordingly, Mindy made the decision to hold off on filling this role until after the vote in March in the hopes that the warrant article will pass, and a full-time role with benefits can be posted. In the meantime, Mindy will use substitutes to ensure the library always has two staff to open and close, and she will take over the website maintenance, publication of the e-newsletter, and posting of the Trustee minutes. Some tasks will be left undone or scaled back significantly over the next three months.

#### **J. Interlibrary Loan System**

Mindy shared that the new interlibrary loan system is in place and seems to be working well.

### **VI. Chair's Report**

- Empower Success Corp (ESC) was invited to this meeting (see above) to discuss how they could partner with Abbott Library on developing a strategic plan.
- The Library Aide III request has been placed on the March ballot. It is Warrant Article #31 of 31. Carol attached a first draft of comments that she intends to present at the Town Deliberative Session in support of this warrant article. Carol requested the Trustees review the document and bring comments to this meeting. A few comments were shared.
- The Library policies have been organized. There is a hard copy located in the Library and Carol has a hard copy. These will be posted on the web page.
- Carol forwarded two emails that had been sent from the New Hampshire Library Trustees Association, requesting that Trustees take a look at these.
- Carol reviewed that there are two three-year Abbott Library Trustee positions open, as well as one two-year position. She reminded people that the application period for candidate submissions is January 22 – 31<sup>st</sup>.

### **VII. Report from the Abbott Library Foundation**

Mindy looked into why some Trustees did not receive the Foundation's newsletter and reported that this has been corrected. She also shared that there has been a very positive response to the "soft" ask that was done via the newsletter. She believes this response speaks to the positive reputation the library continues to build.

### **VIII. Report from the Friends of the Abbott Library**

The Friends will be meeting on either Jan. 28<sup>th</sup> or 29<sup>th</sup>. At that meeting, Mindy will present funding requests for 2020. Many of the requests will remain the same as the 2019 requests. Some new initiatives reflect possible partnerships with the Historical Society, the Sunapee Seniors, and the school district (a program called Screenagers). Also being considered is a pilot program for Lego-lending.

### **IX. Strategic Planning and Task List report**

The Trustees discussed partnering with Empower Success Corp (ESC) on a strategic planning effort. Each Trustee expressed positive benefits of working with an outside consultant for this work. All were in favor of engaging ESC for this work.

*Jane made a motion to accept the proposal from Empower Success Corp to partner with the Abbott Library Board of Trustees in 2020 to develop a three-to-five year strategic plan at a cost of \$6,000.00, to be funded from the Donation account. Sharon seconded the motion. The motion passed unanimously.*

A strategic planning workgroup of Carol, Scott, Mindy and Peg was formed to work with ESC throughout this project. It is expected that a new Trustee, following the March election, will be invited to join this workgroup.

**NOTE:** Following the Trustee meeting, Peg communicated the decision to Lynn Post, ESC, who was very pleased to be partnering with the Abbott Library on this effort. An engagement letter (the contract) will be sent next week for signature by the Library Director and the Chair of the Board of Trustees. In addition, in discussing cash flow, Lynn's preference was to keep to the high-level schedule as outlined (February – July).

**X. Storage Shed**

No update to report.

**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 Scott. By roll call vote, the Trustees voted to adjourn to a Non-Public Session under 91-A:3II(a) at 7:15pm.*

*Scott made a motion to resume public session, seconded by Jane. Approved unanimously, the Trustees returned to public session at 8:10pm.*

*Motion made by Carol, seconded by Susi, 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.*

<b>Roll Call vote</b> to seal the minutes:	Carol Brudnicki	yes
	Jane Frawley	yes
	Scott Rappeport	yes
	Susi Churchill	yes

Peg Lesiak	yes
Sharon Palmer	yes
Suzanne Tether	yes

**XVI. Adjournment**

*Suzanne made a motion to adjourn, seconded by Sharon. This was unanimously passed.*

The meeting was adjourned at 8:11pm.

Respectfully Submitted  
**Peg Lesiak, Secretary**  
January 20, 2020