

Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
January 2, 2020

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

Alternates: Suzanne Tether

Library Director: Mindy Atwood

Others: None

I. Chair's Remarks

The meeting was called to order by Chair Carol Brudnicki at 5:30 pm, Thursday, January 2, 2020. Carol indicated Suzanne Tether is sitting in for the open Trustee position. Jim Currier has an excused absence.

II. Approval of Minutes

Susi moved to approve the minutes of the Abbott Library Trustee's Meeting of Thursday, November 21, 2019, as submitted. The motion was seconded by Scott. The motion passed unanimously.

III. Treasurer's Report

A. Review of Financials

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

B. Review/Approve Bill Manifest

Jane made a motion seconded by Scott to accept the November 2019 Manifest of Bills. The motion passed unanimously.

C. 2020 Budget

The Advisory Budget Committee finalized its report to the Board of Selectmen. The Library's request for \$110,757 in operations for 2020 was included in the report. Next, the Board of Selectmen will consider the proposed warrant articles, making decisions about which articles to move to the ballot. The Library's warrant article for \$34,200, to make the Library Aide III position full time with benefits, is included in their consideration.

IV. Director's Report - Mindy Atwood

Mindy highlighted her written report:

A. Staffing

Mindy hired Ruane Miller and Allisen Heath as library substitutes. They do not have scheduled hours. Ruane recently retired as the school library media specialist at Claremont middle school and Allisen is a retired cataloger. The Library is fortunate to have substitutes with such deep and relevant professional experience. Training for both Ruane and Allisen has begun.

Mindy has also hired Amy Dolan for the Library Aide III position. As January 2, 2020 was Amy's first day, Mindy was able to introduce Amy to the Trustees at the Board of Trustees meeting. Amy has circulation/reference desk experience from several public library positions. She will work 34 hours a week from Monday to Thursday.

B. Youth Programming

The December after school program was very successful. Both the Wednesday and Thursday programs were filled to capacity.

C. Adult Programming

Both floral centerpiece classes offered by Allioops were a great success. There was also full attendance at the wreath-making class, led by Dottie Gallup. Thanks to the Friends for sponsoring all of these popular events.

D. Building and Grounds

1. Last year, at the recommendation of ARC, Craig Heino and Scott Hazelton, the Library greatly reduced the number of hours the library's heat settings were in an "unoccupied" state. This recommendation was made due to the nature of radiant heat systems and the energy required to raise the building's slab to the right temperature. Mindy is pursuing information about whether there is a way to set the slab at a constant temperature and turn off the supplemental forced hot air.
2. Mindy emailed Scott Hazelton in regard to adding a guardrail on the Library driveway that connects the upper and lower parking lots. Scott replied and asked for more information. Mindy explained that the Board has concerns about the visibility of the connector at night and whether drivers could drive off the side of the road in that location. Mindy had put out reflective sticks (which would not be in place/visible when snowplowing has to happen), and the Board asked her to explore a more substantial visual cue. Mindy is waiting to hear back from Scott. The idea of using boulders as a barrier, similar to what was done in another section of the parking lot, was raised and Mindy will discuss this with Scott.
3. The Library received a letter from Kennedy Landscaping indicating that Mike Kennedy has sold his business to Bob Sammon. Mr. Kennedy plans to continue working for Mr. Sammon for three years. Mindy inquired of the Board if the desire is to continue working with Kennedy Landscaping or look into other options. The Board decided to have Mindy reach out to the new owner to get an outline of the work to be done going forward, along with a quote for this work. It was also agreed that Mindy will look into other possible service providers.
4. Mindy completed the pictorial inventory of the contents of Abbott Library. The location of all soft goods, hardware, etc., has been documented and whenever possible, notes about the vendor for each item have been made. Thanks to Nancy Farwell for her help on this project. For the record, the document is titled "Inventory of Abbott Library" and is saved both in the staff shared drive and the Director's files.
5. Mindy discussed the tracking of the patron usage of Great Courses. After nine months, RB Digital has not been able to provide accurate usage numbers. This appears to be due to the privacy settings that individuals who access Great Courses put on their browsers. Mindy will discuss the situation with the Friends, who fund this program, to determine their thoughts and how they might want to go forward.

E. Program Rooms Update

The Activities Room and the New Hampshire History Conference Room continue to be well-utilized. Among the non-library organizations scheduled to use the Activities room in January alone are: Girl Scouts, Lions Club, Lake Sunapee Protective Association, Sunapee School District and Pathways of the River Valley.

Mindy shared that she made a decision not to offer the Activities Room to the Red Cross for a blood drive in February. Based on the experience with the fall blood drive, Mindy deemed the event too disruptive to regular library services.

V. Chair's Report

- A. Carol reported that Mindy contacted her a few times in December concerning closing the Library due to weather situations (snow, icy roads, etc.). Carol decided the Library will follow the school closing policy. If the schools are closed, the Library is closed. This should make it easier for Town residents to know when the Library is closed, opening late, or closing early. The Trustees agreed with this approach.
- B. On November 25, 2019, Mindy, Peg and Carol met with Lynn Post, Rebecca Hutchinson and Niraj Agarwal from Empower Success Corps (ESC) and discussed proceeding with a strategic plan process. Carol shared with the Board a summary Peg had written of the meeting. This will be discussed during this meeting.
- C. Carol provided a copy of the By-Laws to the Trustees as it was suggested these may need to be amended in regard to the wording relating to certain Trustees being bonded. This topic is a result of Terri White's discussion with Primex.

Suzanne made a motion to remove the sentences referencing the bonding of three Officers of the Abbott Library Board of Trustees in Article III, Sections C, D and E of the Board of Trustees Bylaws. Scott seconded the motion. The motion passed unanimously.

- D. Carol had a good conversation with Shannon Martinez regarding becoming a Trustee. Carol invited Shannon to attend the January meeting.
- E. Carol indicated that Sharon Palmer's year as an Alternate for the Abbott Library Board of Trustees is coming to an end. Sharon has submitted her application to continue as an Alternate.

Carol made a motion, seconded by Jane, to recommend Sharon Palmer to the Town of Sunapee Board of Selectmen for the Abbott Library Board of Trustees Alternate role. The motion passed unanimously.

- F. Susi, Scott, Mindy and Carol met on December 9, 2019, to discuss future budgeting in regard to building maintenance financial responsibilities. This group has requested legal clarification on a few items and they will meet again once answers are provided.
- G. Carol thanked Jane Frawley and Sharon Palmer for preparing the holiday gift bags for the Library staff, which were delivered on Dec. 23. She also thanked all who made donations to these bags.
- H. Carol indicated that she will prepare a draft of the annual evaluation of the Library Director, which will be reviewed with the Trustees at a non-public session on January 16, 2020.
- I. Carol shared that she drafted comments to make at the Town's Deliberative Session on February 4, 2020. These comments relate to supporting the warrant article the library wants to put forth, extending the Library Aide III position from 34 hours/week to 40 hours/week with benefits. Carol will send these to the Board, asking all to review the comments and bring any thoughts to the next Trustee meeting, January 16, 2020. In addition, all Trustees and Alternates are encouraged to attend the Deliberative Session if possible.

VI. Strategic Planning – Peg Lesiak

Peg shared her discussion with Debbie Stanley, Executive Director of the Ausbon Sargent Land Preservation Trust. Debbie had recommended Empower Success Corp (ESC) to Terri White as a resource for strategic planning consulting. Debbie spoke very favorably of ESC, indicating that their relationship with ESC began in 2004 and that Ausbon Sargent undertakes strategic planning every five years. Suzanne Tether added that she was on the Ausbon Sargent board when some of this work was done and she spoke positively about ESC.

Peg then reviewed the written summary of Carol, Mindy and Peg's meeting with ESC staff and consultants, which was held at the Abbott Library on Nov. 25, 2019. After discussion by the Board, it was agreed to invite Lynn Post, Director, ESC Northern New England and one of the consultants to the Trustee meeting on January 16, 2020. At that meeting, Lynn will review ESC's proposal and project plan, and will answer questions about the proposed approach. A document that Lynn prepared for this meeting, as well as three strategic plan examples that ESC had done with other clients, will be provided along with these minutes to all Trustees and Alternates.

At the Nov. 25, 2019 meeting, the Committee and ESC developed the following questions for the Trustees to consider and offer their thoughts:

1. What do you want to get out of a longer term planning process?
2. What would you want to learn through a planning process?

The responses from tonight's meeting will be sent to Lynn in advance of the January 16, 2020 Trustee meeting, and a copy will be provided along with these minutes to all Trustees and Alternates.

In advance of the next Trustee meeting, Susi and Mindy will review accounts in regard to possible funds to use for strategic planning should this move forward.

VII. Storage Shed – Scott and Jane / Scott Legendre

Scott shared that he had contacted someone in the New Hampshire Correctional organization about building a shed. He is waiting to hear back from another contact there. Scott continues to investigate options and get more information.

VIII. Report from the Abbott Library Foundation – Arlene Adams, Scott, Mindy

The Foundation has sent out their newsletter, including a return envelope as a "soft ask" for donations.

IX. Report from the Friends of the Abbott Library – Caitlin Clapp, Carol

At the January 22, 2020 meeting of the Friends, Mindy will present the majority of funding requests she is proposing. Mindy will review these with the Trustees.

X. Old Business/Other Business

1. Mindy and the Trustees all expressed how pleased they are with the outcome of the railing connecting the upper and lower parking areas of the library. It is truly a beautiful work of art. Mindy shared that she is connecting a student at SMHS with the artisan, as the student had expressed an interest in a career using welding as an art form.

2. Compliments were offered by various Trustees on the recent programming that has been conducted at the library (ex., centerpiece workshops, the after school programs, etc.).

XI. Public Comment

None.

XIV. Adjournment

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

The meeting was adjourned at 7:06 pm.

Respectfully Submitted

Peg Lesiak, Secretary

January 3, 2020