

**Minutes of the Abbott Library Trustee's Meeting**  
**Abbott Library, Sunapee, NH**  
**July 23, 2020**

*In attendance via ZOOM were Trustees:* Carol Brudnicki, Chair, Jane Frawley, Vice Chair, Susi Churchill, Treasurer, Peg Lesiak, Secretary, Scott Rapoport, Suzanne Tether and Betsy Bowen.

*Alternates attending via ZOOM:* None.

*Library Director attending via ZOOM:* Mindy Atwood

*Others attending via ZOOM:* Justin Levesque

**I. Chair's Remarks**

The meeting was called to order by Carol Brudnicki at 7:01pm, Thursday, July 23, 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**

*Betsy moved to approve the minutes of the Abbott Library Trustee's Meeting of Thursday, June 18, 2020, as amended. The motion was seconded by Scott. The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rapoport – yes; Suzanne Tether – 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 as of the end of June.
- Susi pointed out that the Trust & Fines Account and the Donation Account received no income primarily due to the library being closed through June.
- Susi also indicated that in the Operating Account Profit & Loss report, under Expenses concerning budget line 231 Retirement Contribution, the January to June actual number is too low relative to the YTD Budget number. Mindy will check the numbers that were received from the town to see whether anything needs to be updated. The town budget report does not always have the latest updated numbers.
- Questions were raised regarding the codes being used for accounting fees and in regard to the Profit & Loss Budget vs. Actual net income line. Mindy and Susi will look into these items and report back at the August Trustee meeting.

**B. Review/Approve Bill Manifest**

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

### **C. CD – Renewal**

As a recap, at the June 18, 2020 Abbott Library Trustee meeting, the decision on renewing the CD for \$240,120.00, which matures on August 14, 2020, was put on hold as it was decided additional research on investment possibilities was warranted. Many thanks were expressed to Susi and Dwight Churchill for the insights and information provided for the Trustees' edification.

Discussion was held regarding options based on additional information Susi provided, including separating the Abbott and the Davis funds into two different CDs, having a different timeframe for each CD, using local banks, etc.

*Carol made a motion seconded by Jane to place the Abbott funds of \$125,016.00 into one CD and the Davis funds of \$115,104.00 into a second CD, with two different time durations not to exceed 12 months. The Abbott funds will be placed in the CD with the higher interest rate. The motion passed unanimously by roll call vote: Carol Brudnicki - yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rapoport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.*

### **IV. Director's Report - Mindy Atwood**

No written Director's report was distributed at this meeting.

#### **A. COVID-19 – Library Hours**

Mindy shared the following on the current library experience:

- The community has been wonderful about the new procedures at the library! There has not been any pushback about wearing masks or hand-washing.
- Mindy indicated that she (and the staff) are exhausted at the end of each two hour period open to the public for a variety of reasons (the challenge of communicating through masks and vinyl screens, being prepared for any and all new challenges in this environment, having to analyze how to do everything safely in the current environment, etc.). A volunteer expressed it this way: it's like everyone is starting a new job all at the same time.
- In terms of considering whether now is the time to extend or shorten hours, Mindy recommended staying with the current schedule to give the staff more time to stabilize in this new routine. The Trustees agreed with this.
- Returned books are being quarantined for five days, which means the ebb and flow of some books will be impacted for the foreseeable future.

### **V. Chair's Report**

- The library has been open three days a week for limited hours.
- The Strategic Planning committee is working on setting up a retreat date and location. If you have not sent in your responses to the questions on location preferences, please do so immediately.
- If you haven't completed the Abbott Library survey, either online or in paper form, please do so immediately.

### **VI. Strategic Planning Committee**

Peg shared a brief update on the work of this committee (the notes of committee meetings have been distributed to the Trustees after each committee meeting).

The survey was distributed by post offices on July 15, with a completion deadline of July 22. Given several factors, the committee decided to extend the survey deadline until Monday, July 27. The newsletter, which will be sent out on July 24, will notify patrons of this extension and encourage all to complete the survey. To date, 65 surveys have been completed (NOTE: Mindy indicated this evening that an additional 8-10 paper surveys had been received). If any Trustee

has not yet completed the survey, please do so. Also, please encourage family members, associates, groups with whom one is associated, etc., to complete the survey as well.

At the committee meeting on July 8, 2020, several options and ideas were discussed in regard to the retreat given the current environment. It was decided to ask the possible participants their preferences in terms of location and day of the week for the retreat. Carol is collecting the responses and as stated earlier, if you have not responded to Carol's email, please do so immediately.

#### **VII. Old Business/Other Business**

The August 20 Trustee meeting will be held via Zoom, starting at 6 pm.

#### **VIII. Adjournment**

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

The meeting was adjourned at 8:11 pm.

Respectfully Submitted  
**Peg Lesiak, Secretary**  
July 24, 2020