

*Approved as
amended*

Minutes of the Abbott Library Board of Trustees
Abbott Library, Sunapee, NH, under the tent
June 17, 2021

In attendance were Trustees: Carol Brudnicki, Chair, Jane Frawley, Vice Chair, Susi Churchill, Treasurer, Betsy Bowen, and Suzanne Tether. Alternate Jon Reed filled in for Jim Harrison, and new Alternate Beverly Bjorklund served in place of Nancy Berger.

Library Director Mindy Atwood attended.

Other attendees were: Lynne Wiggins, Town of Sunapee, and Jess White, Friends of Abbott Library Representative.

At 7:01 pm Justin Levesque and the newly hired Youth Services librarian Neolani Conroy joined the meeting. Carol welcomed Neolani and after brief introductions with the Trustees, Neolani left the meeting. Justin left the meeting at 7:39 pm.

I. Chair's Remarks

The meeting was called to order at 6:35 pm by Carol Brudnicki.

Carol welcomed Beverly Bjorkland as a newly appointed Alternate Trustee.

II. Covid-19 Policy Update

Subsequent to Governor Sununu's lifting of Covid-19 orders concerning mask use and further restrictions and regulations, the discussion resulted in a motion by Suzanne, seconded by Betsy.

The Public is welcome to wear masks if they wish.
Unvaccinated individuals are encouraged to wear a mask in the library and at library sponsored events.

The motion passed unanimously.

Additional Covid-19 issues were addressed:

Volunteers will be welcomed back when Mindy and the staff are comfortable working with more people than just the patrons in the building.

Furniture is not yet in place, and is stored in the meeting rooms.

The cleaning schedule will continue every 24 hours, as recommended by the CDC. Unanticipated revenue sources will cover these additional expenses.

III. Lynne Wiggins , Town of Sunapee representative

Lynne recounted the historical and administrative history of the Town of Sunapee and the Abbott Library.

The Town handles all insurance, wages and benefits administrative issues for the Library, which is an autonomous organization within the Town structure.

Donna Nashawaty signs off on all Town employees' reviews and hiring.

IV. Approval of Minutes

Susi moved to approve the May 20 minutes as amended, seconded by Bev. The minutes were approved unanimously.

Mindy requested that the Chair and Director's plus the Treasurer's reports be added to the approved minutes each month for distribution to the public.

V. Treasurer's Report

A. Review of Financials

All bank accounts have been reconciled and the Town funding is current.

Following a brief explanation and discussion, Susi moved that she be authorized to reinvest the \$115,104. Mabel Davies trust funds in a two year Certificate of Deposit at the best interest rate available at the time of renewal. Betsy seconded the motion which was unanimously approved.

Review/Approve Manifest of Bills

Jane moved to accept the May Manifest of Bills, seconded by Jon. The motion was passed unanimously.

Vi. Director's Report

Mindy opened by discussing New Hampshire Bill H.B. 2. Among many topics in this Bill is a measure that will affect education around the teaching of divisive cultural theories. Many organizations have written to express their

opinions to the legislators. A final vote on the Budget, with its many added proposals is expected next week.

At this time the Library plans Equity, Diversity and Inclusion (EDI) training for the staff. The Library will be closed for the session. The Sunapee School District has recommended a professional, seasoned team of 2 presenters who will lead a similar program for school staff.

Mindy will pursue the idea of a shared Library catalog with the Sunapee School Library with a selective sharing of some resources. Mindy will apply for funding for this project from American Recovery Plan Act distributions.

Mindy will send out an RFP for landscaping services.

As in the past, the idea was broached that the Library remain open on Veterans' Day and closed on December 26 as a make-up day for the staff. Carol proposed this policy, seconded by Betsy. The motion passed unanimously. Subsequently Suzanne moved to strike the previous proposal in view of the December calendar with December 26 falling on a Sunday. This proposal, seconded by Carol, also passed unanimously. The Library will remain open on Veterans' Day, November 11.

VII. Chair's Report

Jon Reed's term as an Alternate Trustee expires before the next regularly scheduled meeting in August. Jane proposed that Jon be recommended to the Select Board again as an Alternate. Following a second by Bev, the motion passed unanimously.

On recommendation from the Friends of Abbott Library, the Trustees also nominated Mindy to receive the New Hampshire Library Trustees Association award for Library Director of the Year. Jon made the motion, seconded by Susi. This motion passed unanimously. The Friends of Abbott will write the nomination.

VIII. Report from Abbott Library Foundation

Suzanne reported that the Library Foundation met under the tent on June 10. At that meeting it was determined that the Foundation wishes to fund the long discussed storage shed.

Betsy moved that the Abbott Library Foundation be charged to proceed with the Library Shed Construction project. Jane seconded the motion which passed unanimously. Jane passed along to Suzanne the original architects' sketches for the shed designed in harmony with the Library's architectural style. Suzanne will forward these and additional documents to Foundation President Arlene Adams and to Tim Eliassen for the Foundation's further consideration.

IX. Report from Abbott Library Friends

Jess White represented the Friends of Abbott Library to discuss the July 10 Pancake Breakfast Replacement event. For \$35 supporters may buy a reusable custom Friends of Abbott Library insulated bag with all the ingredients for a family pancake breakfast. On June 22 the Friends will begin to take orders for the breakfast bags which will be available for pickup at the Sunapee Middle High School.

On Saturday, June 19, representatives of the Friends of the Abbott Library and the Abbott Library Foundation will accompany Mindy at the Sunapee Farmers' Market non-profit organization table. Magnets with the new Library hours will be available.

X. Book Collection

Jane reported that on July 10 from 8 am to 3 pm boxed books can be dropped off in the parking lot tent. John Walsh will pick up the donated books. This service to the community replaces the annual book sale for 2021.

XI. Strategic Planning Progress Report/ ESC

Carol stated that the new Trustees binders are 95% complete and will be distributed soon.

Suzanne reported she has attended the Friends of Abbott Library meetings as well as the June 10 Abbott Library Foundation meeting.

Jane mentioned that Foundation Chair Arlene Adams, would like contact information to increase the Foundation volunteers. This information was collected in response to the ESC surveys.

Susi announced a June 24 meeting on the multipurpose room agenda item.

XII. Old Business/Other Business

There was no old business.

Mindy advised the Board she will take a two week vacation from July 11 to July 26. Justin will serve in the Director's role during that time.

XIII. Public Comment

There was no public comment.

XIV. Adjournment

Betsy moved to adjourn the meeting ,seconded by Jon. The motion passed unanimously. The meeting adjourned at 8:15 pm.

Respectfully submitted,
Suzanne Tether
June 17, 2021

Calendar:

July	no meeting
July 10, 2021	Pancake Breakfast pick up/book drop off
August 19, 2021	Trustees meeting – 6:30 pm
September 16, 2021	Trustees meeting – 6:30

Abbott Library

Manifest of Bills

All Bills Entered May 2021

Accrual Basis

Type	Entered/Last Modified	Date	Account	Paid	Debit	Credit
Amazon						
Bill	05/26/2021 09:56:11	05/26/2021	610 · General Supplies	Paid	69.49	
Bill	05/26/2021 09:56:11	05/26/2021	640 · Custodial Supplies	Paid	39.91	
Bill	05/26/2021 09:56:11	05/26/2021	802-C · Non-Print	Paid	474.42	
Bill	05/26/2021 09:56:11	05/26/2021	802-A · Books	Paid	81.76	
Total Amazon					665.58	0.00
Comcast						
Bill	05/20/2021 09:52:16	05/11/2021	341B · Internet Access	Paid	19.95	
Bill	05/20/2021 09:52:16	05/11/2021	341 · Telephone	Paid	114.51	
Total Comcast					134.46	0.00
Eversource						
Bill	05/20/2021 09:54:15	05/10/2021	410 · Electricity	Paid	411.08	
Total Eversource					411.08	0.00
Ingram						
Bill	05/12/2021 11:03:54	05/02/2021	802-A · Books	Paid	29.09	
Bill Pmt -Check	05/05/2021 11:07:14	05/05/2021	802-A · Books	Paid		0.15
Bill Pmt -Check	05/05/2021 11:07:14	05/05/2021	802-A · Books	Paid		0.32
Bill Pmt -Check	05/05/2021 11:07:14	05/05/2021	802-A · Books	Paid		0.33
Bill Pmt -Check	05/05/2021 11:07:14	05/05/2021	802-A · Books	Paid		0.38
Bill Pmt -Check	05/05/2021 11:07:14	05/05/2021	802-A · Books	Paid		0.32
Bill Pmt -Check	05/05/2021 11:07:14	05/05/2021	802-A · Books	Paid		0.17
Bill Pmt -Check	05/05/2021 11:07:14	05/05/2021	802-A · Books	Paid		0.17
Bill	05/20/2021 09:55:40	05/06/2021	802-A · Books	Paid	47.05	
Bill	05/20/2021 09:56:22	05/10/2021	802-A · Books	Paid	48.15	
Bill	05/20/2021 09:56:58	05/10/2021	802-A · Books	Paid	13.23	
Bill	05/20/2021 09:57:36	05/10/2021	802-A · Books	Paid	173.99	
Bill Pmt -Check	05/12/2021 11:57:22	05/12/2021	802-A · Books	Paid		0.29
Bill	05/20/2021 09:58:20	05/12/2021	802-A · Books	Paid	5.56	
Bill	05/26/2021 09:58:01	05/17/2021	802-A · Books	Paid	10.76	
Bill	05/26/2021 09:58:42	05/17/2021	802-A · Books	Paid	14.80	
Bill	05/26/2021 09:59:22	05/17/2021	802-A · Books	Paid	16.58	
Bill	05/26/2021 09:59:55	05/17/2021	802-A · Books	Paid	16.05	
Bill	05/26/2021 10:00:49	05/18/2021	802-A · Books	Paid	48.03	
Bill	05/26/2021 10:01:48	05/19/2021	802-A · Books	Paid	289.32	
Bill	05/26/2021 10:02:14	05/19/2021	802-A · Books	Paid	11.14	
Bill Pmt -Check	05/20/2021 10:10:08	05/20/2021	802-A · Books	Paid		0.47
Bill Pmt -Check	05/20/2021 10:10:08	05/20/2021	802-A · Books	Paid		0.48
Bill Pmt -Check	05/20/2021 10:10:08	05/20/2021	802-A · Books	Paid		0.13
Bill Pmt -Check	05/20/2021 10:10:08	05/20/2021	802-A · Books	Paid		1.74
Bill Pmt -Check	05/26/2021 10:12:12	05/26/2021	802-A · Books	Paid		0.06
Bill Pmt -Check	05/26/2021 10:12:12	05/26/2021	802-A · Books	Paid		0.11
Bill Pmt -Check	05/26/2021 10:12:12	05/26/2021	802-A · Books	Paid		0.15
Bill Pmt -Check	05/26/2021 10:12:12	05/26/2021	802-A · Books	Paid		0.17
Bill Pmt -Check	05/26/2021 10:12:12	05/26/2021	802-A · Books	Paid		0.16
Bill Pmt -Check	05/26/2021 10:12:12	05/26/2021	802-A · Books	Paid		0.48
Bill Pmt -Check	05/26/2021 10:12:12	05/26/2021	802-A · Books	Paid		2.89
Bill Pmt -Check	05/26/2021 10:12:12	05/26/2021	802-A · Books	Paid		0.11
Total Ingram					723.75	9.08
Kennedy Landscaping						
Bill	05/12/2021 11:05:07	05/04/2021	440 · Outside Maintenance	Paid	2,180.00	
Total Kennedy Landscaping					2,180.00	0.00
NHLTA						
Bill	05/12/2021 11:23:29	05/04/2021	560 · Membership	Paid	210.00	
Total NHLTA					210.00	0.00
Portsmouth Athenaeum						
Bill	05/20/2021 09:47:57	05/12/2021	802-A · Books	Paid	17.67	
Total Portsmouth Athenaeum					17.67	0.00
TOTAL					4,342.54	9.08

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06/15/21

Accrual Basis

Abbott Library Donation Account
Statement of Financial Income and Expense

May 2021

Net Income

May 21

0.00

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06/15/21

Accrual Basis

Abbott Library
Balance Sheet
As of May 31, 2021

	May 31, 21
ASSETS	
Current Assets	
Checking/Savings	
B101 · Operating Account	18,494.49
B102 · Trust and Fines	16,841.59
Total Checking/Savings	35,336.08
Total Current Assets	35,336.08
Other Assets	
A301 · Library Gardner Fund	2,681.54
A302 · Library General Fund	9,293.57
Total Other Assets	11,975.11
TOTAL ASSETS	47,311.19
LIABILITIES & EQUITY	0.00

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06/15/21

Accrual Basis

Abbott Library
Trust & Fines Account - Profit & Loss
May 2021

	<u>May 21</u>
Ordinary Income/Expense	
Income	
46400 · Other Types of Income	
46480 · Book Reimbursement	17.67
46481 · Non-Resident Fees	40.00
46487 · Printing/Copying Income	53.05
46488 · Fax	5.00
46489 · Overdue Conscience	3.40
	<hr/>
Total 46400 · Other Types of Income	119.12
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Total Income	119.12
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Net Ordinary Income	119.12
	<hr/>
Net Income	<u>119.12</u>

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06/15/21

Accrual Basis

Abbott Library Donation Account

Balance Sheet

As of May 31, 2021

	May 31, 21
ASSETS	
Current Assets	
Checking/Savings	
B201 · Cap. Campaign/Donation Account	20,219.04
Total Checking/Savings	20,219.04
Other Current Assets	
11100 · Due from Trusts & Fines	225.22
Total Other Current Assets	225.22
Total Current Assets	20,444.26
Other Assets	
18600 · Other Assets	
18610 · Certificate of Deposit	
18611 · Accrued Interest from CD	230.17
18620 · Martha Abbott Trust	125,160.00
18630 · Mabel Davies' Funds	115,104.00
Total 18610 · Certificate of Deposit	240,494.17
Total 18600 · Other Assets	240,494.17
Total Other Assets	240,494.17
TOTAL ASSETS	260,938.43
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	240,350.17
32000 · Temp. Restricted Cap. Campaign	20,219.04
Net Income	369.22
Total Equity	260,938.43
TOTAL LIABILITIES & EQUITY	260,938.43

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06/15/21

Accrual Basis

Abbott Library Donation Account Custom Transaction Detail Report

May 2021

Type	Date	Name	Memo	Account	Amount	Balance
May 21						
General Journal	05/20/2021		monthly accrued interest	18611 · Accrued Interest from CD	41.15	41.15
General Journal	05/20/2021		monthly accrued interest	30000 · Opening Balance Equity	-41.15	0.00
General Journal	05/20/2021		monthly accrued interest	18611 · Accrued Interest from CD	28.78	28.78
General Journal	05/20/2021		monthly accrued interest	30000 · Opening Balance Equity	-28.78	0.00
May 21					0.00	0.00

Operating Account - Profit & Loss Budget vs. Actual

January through May 2021

	Jan - May 21 Actuals	YTD Budget	\$ Over YTD Budget	% of YTD Budget	Annual Budget	\$ Over Annual Budget	% of Annual Budget
Ordinary Income/Expense							
Income							
46400 - Other Types of Income							
46429 - Interest Operating Acct	227.13	0.00	227.13	100.0%	0.00	227.13	100.0%
Total 46400 - Other Types of Income	227.13	0.00	227.13	100.0%	0.00	227.13	100.0%
1 - Town Funding Contributions							
100 - Town Funding	47,715.40	46,148.75	1,566.65	103.4%	110,757.00	-63,041.60	43.08%
101 - Town Funding Payroll & Benefits	112,500.16	145,803.38	-33,303.22	77.16%	349,928.00	-237,427.84	32.15%
Total 1 - Town Funding Contributions	160,215.56	191,952.13	-31,736.57	83.47%	460,685.00	-300,469.44	34.78%
Total Income	160,442.69	191,952.13	-31,509.44	83.59%	460,685.00	-300,242.31	34.83%
Expense							
2 - Payroll and Benefit Expenses							
207 - Full Time Wages	52,977.14	66,494.63	-13,517.49	79.67%	159,587.00	-106,609.86	33.2%
208 - Part Time Wages	34,477.43	38,830.00	-4,352.57	88.79%	93,192.00	-58,714.57	37.0%
209 - Unused Sick Time	0.00	0.00	0.00	0.0%	3,672.00	-3,672.00	0.0%
210 - Health Insurance	12,987.14	22,260.44	-9,273.30	58.34%	53,425.00	-40,437.86	24.31%
215 - Life & Disability Insurance	816.20	1,185.44	-369.24	68.85%	2,845.00	-2,028.80	28.69%
220 - Medicare	1,237.99	1,502.50	-264.51	82.4%	3,606.00	-2,368.01	34.33%
221 - Employer FICA	5,293.48	6,425.44	-1,131.96	82.38%	15,421.00	-10,127.52	34.33%
231 - Retirement Contribution	4,710.78	8,581.25	-3,870.47	54.9%	20,595.00	-15,884.22	22.87%
250 - Unemployment Comp Insurance	0.00	217.94	-217.94	0.0%	523.00	-523.00	0.0%
260 - Workers Compensation Insurance	0.00	259.19	-259.19	0.0%	622.00	-622.00	0.0%
Total 2 - Payroll and Benefit Expenses	112,500.16	145,756.83	-33,256.67	77.18%	353,488.00	-240,987.84	31.83%
3 - Prof. & Tech Services							
341 - Telephone	499.89	588.00	-88.11	85.02%	1,400.00	-900.11	35.71%
341A - Fire Alarm	0.00	400.00	-400.00	0.0%	400.00	-400.00	0.0%
341B - Internet Access	171.95	300.00	-128.05	57.32%	720.00	-548.05	23.88%
342A - Computer Support/Hardware	1,150.00	1,550.00	-400.00	74.19%	6,200.00	-5,050.00	18.55%
342B - Copier Lease	484.04	900.00	-415.96	53.78%	1,800.00	-1,315.96	26.89%
365 - Equipment Repair	53.91	900.00	-846.09	5.99%	1,800.00	-1,746.09	3.0%

Abbot Library Operating Account - Profit & Loss Budget vs. Actual January through May 2021

	Jan - May 21 Actuals	YTD Budget	\$ Over Budget	% of YTD Budget	Annual Budget	\$ Over Annual Budget	% of Annual Budget
Total 3 - Prof. & Tech Services	2,359.79	4,638.00	-2,278.21	50.88%	12,320.00	-9,960.21	19.15%
4 - Facilities							
410 - Electricity	2,950.32	4,169.00	-1,218.68	70.77%	10,000.00	-7,049.68	29.5%
411 - Heat	2,796.06	2,000.00	796.06	139.8%	4,000.00	-1,203.94	69.9%
412 - Water	200.00	300.00	-100.00	66.67%	600.00	-400.00	33.33%
413 - Sewer	211.00	225.00	-14.00	93.78%	450.00	-239.00	46.89%
430 - Bldg Repair & Maintenance	4,270.63	3,544.00	726.63	120.5%	8,500.00	-4,229.37	50.24%
440 - Outside Maintenance	3,545.97	2,300.00	1,245.97	154.17%	3,700.00	-154.03	95.84%
Total 4 - Facilities	13,973.98	12,538.00	1,435.98	111.45%	27,250.00	-13,276.02	51.28%
5 - Other Services							
520 - Insurance	0.00	0.00	0.00	0.0%	3,196.84	-3,196.84	0.0%
540 - Training and Meetings	40.00	850.00	-810.00	4.71%	1,350.00	-1,310.00	2.96%
550 - Programs	0.00	200.00	-200.00	0.0%	500.00	-500.00	0.0%
555 - Advertising	229.50	272.00	-42.50	84.38%	650.00	-420.50	35.31%
560 - Membership	310.00	310.00	0.00	100.0%	700.00	-390.00	44.29%
Total 5 - Other Services	579.50	1,632.00	-1,052.50	35.51%	6,396.84	-5,817.34	9.06%
6 - Supplies							
610-A - Machine Supplies	44.99	350.00	-305.01	12.85%	900.00	-855.01	5.0%
610-C - Program Supplies	107.05	1,250.00	-1,142.95	8.56%	3,000.00	-2,892.95	3.57%
610 - General Supplies	413.86	750.00	-336.14	55.18%	2,000.00	-1,586.14	20.69%
625 - Postage	110.00	100.00	10.00	110.0%	250.00	-140.00	44.0%
630 - Office Equipment	44.99	150.00	-105.01	29.99%	325.00	-280.01	13.84%
640 - Custodial Supplies	72.54	642.39	-569.85	11.29%	1,675.62	-1,603.08	4.33%
Total 6 - Supplies	793.43	3,242.39	-2,448.96	24.47%	8,150.62	-7,357.19	9.74%
62100 - Contract Services							
62110 - Accounting Fees	0.00	919.00	-919.00	0.0%	2,200.00	-2,200.00	0.0%
62140 - Legal Fees	180.00	1,500.00	-1,320.00	12.0%	5,000.00	-4,820.00	3.6%
62150 - Outside Contract Services	6,040.00	1,500.00	4,540.00	402.67%	3,600.00	2,440.00	167.78%
Total 62100 - Contract Services	6,220.00	3,919.00	2,301.00	158.71%	10,800.00	-4,580.00	57.59%
7 - Capital Outlay							

Operating Account - Profit & Loss Budget vs. Actual

January through May 2021

	Jan - May 21 Actuals	YTD Budget	\$ Over YTD Budget	% of YTD Budget	Annual Budget	\$ Over Annual Budget	% of Annual Budget
750 - Furniture and Fixtures							
Total 7 - Capital Outlay	0.00	0.00	0.00	0.0%	300.00	-300.00	0.0%
8 - Library Materials							
802-A - Books	8,898.27	12,500.00	-3,601.73	71.19%	30,000.00	-21,101.73	29.66%
802-B - Subscriptions	5.38	600.00	-594.62	0.9%	4,300.00	-4,294.62	0.13%
802-C - Non-Print	2,324.87	2,125.00	199.87	109.41%	5,100.00	-2,775.13	45.59%
802-F - Software	1,527.70	1,200.00	327.70	127.31%	6,500.00	-4,972.30	23.5%
802-G - Collection Supplies	142.06	790.00	-647.94	17.98%	1,900.00	-1,757.94	7.48%
802-H - E-Content	54.58	500.00	-445.42	10.92%	2,000.00	-1,945.42	2.73%
Total 8 - Library Materials	12,952.86	17,715.00	-4,762.14	73.12%	49,800.00	-36,847.14	26.01%
Total Expense	149,379.72	189,441.22	-40,061.50	78.85%	468,505.46	-319,125.74	31.88%
Net Ordinary Income	11,062.97	2,510.91	8,552.06	440.6%	-7,820.46	18,883.43	
Net Income	11,062.97	2,510.91	8,552.06	440.6%	-7,820.46	18,883.43	

Abbott Library

From: Carol Brudnicki <Carol@Brudnicki.com>
Sent: Tuesday, June 15, 2021 9:56 AM
To: Abbott Library Director; Betsy Bowan; Beverly Bjorklund; BoardArchive; Jane Frawley; Jim Harrison; Jon Reed; Michael Parker; Nancy Berger; Susi Churchill; Suzanne Tether
Cc: Lynne Wiggins
Subject: Chairs report & Agenda
Attachments: 2021.6.17 Agenda.docx

Chairs report – June 17th

The Governor has declared that we are no longer in a State of Emergency. So, all future meetings will be in person. This month we will be meeting under the tent in the parking lot. Please bring a chair.

I want to welcome Beverly Bjorklund as Trustee Alternate. Bev was appointed at Mondays Selectmen's meeting.

We are slowly moving into phase 5 of the Covid 19 policy. We have returned to regularly scheduled open hours and all employees are working regularly scheduled hours in the library. We will need to discuss face covering requirements when in the library or on its property and opening the library for group meetings.

Lynne Wiggins will join us to discuss the relationship between the Library and the town.

I contacted NHLTA concerning submitting entries for two awards and received the response from Katrinka Pelicchia: "We have gotten multiple entries in the past from one library – but I don't recall one library getting two awards in the same year. There are no rules about multiple entries and we do consider each entry on its own Merits. I would go ahead and submit both nominations."

We will be discussing the questions Mindy asked in her letter sent on May 14.

Strategic Planning #2: We hope to have the Trustee Notebook completed for distribution at Thursday's meeting. There will be one notebook for each Trustee, Alternate, and the Library Director. There will also be a notebook available for the staff use and an additional one for prospective board members. This compiles a lot of information that is essential to your role as a Trustee. Since we will not be meeting in July, please take the time you would normally be in the meeting to read through the notebook.

The agenda for Thursday's meeting is attached.

Carol

Abbott Library Trustee Meeting Agenda

Thursday June 17, 2021 6:30 pm

- I. Chair's Remarks**
- II. Covid 19 Policy update**
- III. Lynn Wiggins - relationship between Library and Town**
- IV. Approval of Minutes**
- V. Treasurer's Report**
- VI. Directors Report**
- VII. Chair's Report**
- VIII. Reports from Abbott Library Foundation**
- IX. Report from Abbott Library Friends -**
- X. Book Collection**
- XI. Strategic Planning Progress Report /ESC**
- XII. Old Business/Other Business**
- XIII. Public Comment**
- XIV. Adjournment**

Calendar:

July	no meeting
July 10, 2021	Pancake breakfast pick up / book drop off
August 19, 2021	Thursday – Trustee Meeting 6:30pm
September 16, 2021	Thursday – Trustee Meeting 6:30 pm



TOWN OF SUNAPEE
Volunteer Interest Form
For Town Committees, Boards, and Commission

Name: BJORKLUND BEVERLY Date: M
(Last) (First)

Sunapee Registered Voter: ☒ Yes () No

Mailing Address:

PO Box 466
SUNAPEE

Street Address (if different):

14 WOODLAND RD
SUNAPEE

Lived in Sunapee Since: 2019 ^(owned since 1978) Home Phone: 2763-2000 ^{MOBILE} Work Phone: 2034141353

E-mail: beverbjorklund51@gmail.com Fax: —

1. Please indicated the Board/Commission/Committee you would like to serve on in order of preference.
(1-First Choice, 2-Second choice, etc.)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Abbott Library Trustee <u>Absten vote</u> | <input type="checkbox"/> Advisory Budget Committee |
| <input type="checkbox"/> Capital Improvement Committee | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Crowther Chapel Committee | <input type="checkbox"/> Fireward |
| <input type="checkbox"/> Planning Board Alternate | <input type="checkbox"/> Recreation Committee |
| <input type="checkbox"/> Thrift Shop | <input type="checkbox"/> Upper Valley Lake Sunapee Regional |
| <input type="checkbox"/> Zoning Board Alternate | <input type="checkbox"/> Highway Safety Committee |
| <input type="checkbox"/> Energy Committee | |

2. For consideration:

- a. Occupation: RETIRED; FORMER CHILDRENS LIBRARIAN b. Employer: TOWN OF NEWSTOWN CT
- c. Length of current employment: — d. Education: BA PSYCH/ELEMED MA SCHOOL MEDIA
- e. Relevant Experience: 18 yrs as an elementary school library/teacher
- f. Do you feel there may be any conflict of interest with your personal beliefs, occupation, or employer if appointed to serve on any of the above boards, commissions, or committees? ☐ Yes ☒ No
- g. Volunteer Time Available 10-15 hours per week (daytime) 3-5 hours per week (evenings)
☐ hours per week (weekends)
- h. Did you previously serve on any Municipal or School District Board/Committee/Commission? ☐ Yes ☒ No

i. If yes, please indicate Town/Position: _____

j. Are you willing to serve as an Alternate? ☒ Yes ___ No

k. Are you willing to serve on a Sub-Committee? ☒ Yes ___ No

3. Why do you want to serve on this board/committee? Now that I am retired, I would like to become involved in the town and offer my skills for its benefit.

4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? I have 18 years of experience as a librarian and feel the skills I have developed will be of benefit to this board.

5. Your reasons for wanting this/these appointments /appointments are: I would like to become more involved in the town. I am an organized, thoughtful person who brings an understanding of libraries to the table. I believe it is important support our community with our knowledge and background.

6. Additional Comments: _____

Gweneth Bjorklund (Signature) April 26, 2021 (Date)

Please send completed application form and resume, if available, to the Town Manager's Office, 23 Edgemont Road, Sunapee, NH 03782 (telephone 603-763-2212, fax 603-763-4925)

“considered public information and may be distributed or copied”

Bev Bjorklund

14 Woodland Rd.
Sunapee, NH 03782
203.414.1353 (C)
603.763.2000 (H)
bevbjorklund51@gmail.com

Skills

- ~managed an elementary library including purchase and processing of books and magazines
- purchase and implementation of various databases
- ~taught library usage and research skills in a K-4 elementary school
- ~assisted students in finding appropriate reading materials for pleasure and research
- ~served as site technology liaison
- ~taught classes in MS Office and Google suite of applications
- ~mentored 4 new library media specialists
- ~interacted effectively with students, parents and staff

Experience

2010-2019

Head O'Meadow Elementary School - *Library Media Specialist*

- Teaching position providing library usage and research skills to elementary students in a K-4 school
- Technology liaison providing front line support to staff regarding all areas of technology including printer management, SMARTboard maintenance; miscellaneous troubleshooting of equipment and applications
- Management of Chromebooks and iPads

2000-2010

Sandy Hook Elementary School - *Library Media Specialist*

- Teaching position providing library usage and research skills to elementary students in a K-4 school
- Technology liaison providing front line support to staff regarding all areas of technology including printer management, SMARTboard maintenance; miscellaneous troubleshooting of equipment and applications

1997-2000

Sandy Hook Elementary School - *5th Grade Classroom Teacher*

Education

December 2000

Fairfield University- *Masters of Science-School Media*

June 1997

Western Connecticut State University - *Bachelors of Science Psychology/Elementary Education (dual major)*

Summa Cum Laude

Additional Information

District Professional Development Co-Coordinator 2005-2017

- ~Responsible for employing user needs surveys to determine the needs of staff and faculty
- ~Secured presenters for workshops
- ~Provided workshops as a presenter to both staff and parents

Advisory Committee Member for the Keene State College Children's Festival

- ~evaluated efficacy of program structure and presenters
- ~made recommendations for changes and improvements

Leadership Roles

- ~HOM School Leadership Committee 2003-2004
- ~District Professional Development Co-Chair 2005-2017
- ~District Technology Curriculum Committee 2004-2019
- ~District Teacher Evaluation Planning Committee 2014-2016
- ~District Library Media Specialist Committee 2000-2019
- Co-chair 06/07; 09/10; 12/13
- ~SHS and HOM Technology Committee Chair 2005-2019

Director's Report
June 17, 2021

Public Relations and Advocacy

- Attended Friends of the Library meeting on June 10, 2021
- Attended Foundation meeting on June 10, 2021
- Continue to participate in bi-weekly Emergency Operations Center
- Continue to participate in monthly New Hampshire State Library (NHSL) Director's Calls
- Worked with the New Hampshire Library Association in capacity as secretary to advocate against the inclusion of the New Hampshire Senate Finance Committee's amendment to the budget bill (HB2) that would prohibit the library and its employees from providing programs that are critical to most diversity, equity and inclusion theories
 - The New Hampshire Municipal Association (NHMA) published this statement on the amendment in the budget bill:

Budget Bill Contains Free Speech Prohibition

*One regrettable aspect of the Senate's budget trailer bill is that it contains a variation on the so-called "divisive concepts" legislation that has occupied so much of the legislature's energy this year. This provision of **HB 2** amends the state human rights statute to prohibit a public employer from instructing any employee or other individual that, among other things:*

- *People of one age, sex, gender identity, sexual orientation, race, creed, color, marital status, familial status, mental or physical disability, religion, or national origin are inherently superior to people of another age, sex, gender identity, sexual orientation, race, creed, color, marital status, familial status, mental or physical disability, religion, or national origin;*
- *An individual, by virtue of [any of the above], is inherently racist, sexist, or oppressive;*
- *An individual should be discriminated against because of [any of the above].*

Setting aside the merits of any "diversity training" program, and regardless of what anyone thinks about "critical race theory" or any other theory, it is troubling that the legislature is seeking to dictate what employers may and may not say to their employees. This legislation, opposed by hundreds of businesses and nonprofit organizations, is another example of using state legislation to advance a national political agenda.

*If the legislature is going to prohibit this kind of speech, what is next? Can we now expect that every new legislature will establish new rules about what local officials are allowed to say to their employees? Earlier this year the House wisely defeated a bill (**HB 111**) that would have subjected municipalities to expensive lawsuits for actions taken in good faith by their officials and employees; **HB 2**, however, would subject municipalities to lawsuits merely for providing training in something that an employee construes as a "divisive concept." This language needs to be removed from **HB 2**.*

(source: <https://www.nhmunicipal.org/legislative-bulletin/2021-nhma-legislative-bulletin-23#24468>)

- Should this bill pass into law, it may impact the material we can cover in our book and film discussion groups. I asked Justin to review the bill as written
- Met with NH House Representative Sue Gottling about HB2
- Attended Coffee with the Chief on June 17

Legal Management

- The New Hampshire State of Emergency expired on June 11, 2021. As such, members of municipal boards are required to attend meetings in person. In the event that there is a quorum of board members in-person at the meeting, members may participate remotely. NHMA gives a good overview of the requirements here: <https://www.nhmunicipal.org/legislative-bulletin/2021-nhma-legislative-bulletin-24#24519>

Financial Management

- Heather Onstott recommends that the library pay for Simply Clean from the library operations budget and then reimburse the library operations account from the donations account. This will allow for a complete report about the costs for cleaning in 2021.
- I have submitted the required application for the first round of ARPA subgrants from the NHSL. Once this grant is awarded, it will be deposited into the donations account and the process outlined above will be followed when paying for cleaning.
- The library is also required to submit follow up paperwork to the State Library after the expenditure is complete.

Strategic Planning

- Met with Carol and Peg about Goal 2 of the Strategic Plan

Buildings and Grounds Management

- Kennedy Landscaping replaced two trees in the upper lot that died last spring. I did not know this work was scheduled to take place and arrived to work one day to find both trees in the ground and the workers spreading mulch. I had a conversation with Bob Sammon, the new owner and underlined to him that any work outside of monthly clean up should be cleared by me. He stated that he was under the impression the library had approved the work. This will put the library over budget on Outside Maintenance.
- There is newly installed vinyl lettering on the front door with our new hours!

Staff Management

- Neolani Conroy's first day as the Youth Services Librarian was Tuesday, June 8, 2021. She will work Tuesday-Friday and alternating Saturdays. Her first focus will be to get ready for the Summer Reading Program.
- We have had a number of questions about volunteers returning to the library. Is this an item the Board would like to discuss as a part of the COVID-19 procedures agenda item?
- Thursday, June 17 will be the last day Jocelyn Young will be available to substitute shelve. Thank you to Jocelyn for helping us these past three months.

- As outlined in the summary from NHMA, should House Bill 2 pass into law, there will be some new laws about what municipal entities can and cannot train their staff about with regard to the subject of “inherent bias.” Now that we are again able to gather as a group, the Abbott Library staff would like to participate in some Equity, Diversity and Inclusion training. While I would not usually ask for Board support for a staff training, given the current political climate, I wanted to make the Board aware of my intent to pursue EDI training for our staff. My recommendation would be to engage a professional trainer to come to the library and work with the staff.

Planning and Development

- I am exploring the possibility of a shared catalog between Abbott Library and the Sunapee Elementary and Middle/High School.

Program Management

- Informational flyers about the Summer Reading Program were sent home with all Sunapee Central Elementary School students.
- We will once again be a testing site for the Sunapee Middle High School Reading Counts tests. In addition to being a testing site, any books on the Summer Reading Lists for grades six-nine have been put out on display. Thanks go to Allisen, Liz and Ruane who took on this time-consuming task!

Technology Management

- The library now has a fourth public computer available for use as well as two separate computers that can be used for Reading Counts tests.

State of Libraries in the Time of COVID-19

- The Town of Sunapee has moved to a policy that asks non-vaccinated people only to wear masks inside town building and the Sunapee School District is not requiring masking for student who are attending summer school.
For your discussion: 1) Should the library continue to require masks to be worn in the library building? 2) Should the library continue to require masks to be worn outside at library events (primarily under the tent)?
- Last week the State Library ended the requirement to quarantine ILL materials for three days. In keeping with the Board’s decision to allow staff members to make their own decisions about hosting events virtually or in person, I have allowed staff to make their own decisions about handling newly returned materials. All staff have expressed comfort with handling recently returned materials.
- Public feedback around opening six days a week has been very positive. The library had 41 patrons on Wednesday and 58 patrons on Thursday with no fall off in average attendance on Saturday the 12th.
- As a reminder our new hours are:
 - Monday 9 AM to 6 PM
 - Tuesday 9 AM to 7 PM
 - Wednesday 9 AM to 6 PM
 - Thursday 9 AM to 7 PM
 - Friday 9 AM to 6 PM

- Saturday 9 AM to 3 PM
- The tent went up on Tuesday, June 1. The Friends and the Foundation have used the tent for their meetings. Summer Reading is scheduled to take place under the tent and as well we already have two community requests to use the tent.

Library Use:	May 2021	YTD 2021	YTD 2020	% Change
Library Items	2,034	11,894	10,565	13%
Downloaded Audiobooks	274	1,389	1,356	2%
Downloaded E Books - Overdrive and Freeding	154	1,043	1,063	-2%
Music Downloaded - Freegal	62	357	476	-25%
Music Streamed - Freegal	90	884	2,465	-64%
Local Use	14	49	305	-84%
Online Tools Total	119	688	1,636	-58%
Breakdown of Online Tools				
Ancestry	0	0	5	-100%
Kanopy (videos)	56	302	460	-34%
EBSCO	2	9	49	-82%
Mango	10	17	20	-15%
New York Times	50	358	1,036	-65%
Great Courses	1	2	66	-97%
Total Circulation	2,747	16,304	17,866	-9%
Patron Visits	609	3,274	5,696	-43%
New Registrations	6	45	36	25%
Internet Sessions (public computers)	63	294	592	-50%
Wireless Usage	228	1,322	1,735	-24%
Program Questions	7	114	177	-36%
Regular Reference	59	448	369	21%
Extended Reference	3	26	39	-33%
Readers' Advisory	11	114	134	-15%
Tech Help	29	193	205	-6%
Extended Tech Help	2	17	28	-39%
Total Reference	111	912	952	-4%
Website				
Visits	1,543	6,907	6,095	13%
Unique Visitors	966			
Avg Visits per Day	49.8			
Programs This Month				
	Adult	Child	Adult YTD	Child YTD
Number of Programs	2	2	13	38
Number of Attendees	15	57	247	569
Meeting Room Usage in Hours				
	Activities	Conference	Activ YTD	Conf YTD
	0	0	0	0
Children's Computer Sessions	0			
Volunteer Hours				
	May 2021	YTD 2021		
	65.00	405.0		
Web Chats				
	May 2021	YTD 2021		
	3	55		