

**Minutes of the Abbott Library Trustee's Meeting**  
**Abbott Library, Sunapee, NH**  
**Nov 29, 2017**

*In attendance were Trustees:* Terri White/Chair, Carol Brudnicki/Vice Chair & Secretary, Susi Churchill/Treasurer, Denise Bressette, Jim Currier, Jane Frawley, and Tom Mickle.

*Library Director:* Mindy Atwood

*Alternate Trustees:* Sharon Palmer, and Scott Rapoport

*Others:* John Augustine

**I. Chair's Remarks**

Meeting was called to order by Chair Terri White at 5:31PM Wednesday, Nov 29, 2017

**II. Approval of Minutes**

*Jim Currier moved to approve the minutes as amended of Abbott Library Trustee's Meeting of Tuesday, Oct 17, 2017 Motion was seconded by Susi Churchill and unanimously approved.*

Tom Mickle was not present for the vote. Jane Frawley will submit the amended & approved minutes to Mindy Atwood for posting.

**III. Report from the Friends of the Abbott Library Mindy Atwood**

The Friends have a new board member, Ayson Stark. Caitlin Clapp was reelected President. They have sponsored the Student art show-fundraiser that is presently displayed in the library. This display has brought families into the library.

**IV. Report from the Abbott Library Foundation**

- A. Projector project - Tom Mickle reported that Computech Integrators, Inc. has submitted a proposal of \$5,020 for the purchase and installation of a Projector and screen for the library meeting room. Gordon's window décor has submitted a proposal of \$1,108 for roller shades for the meeting room. The total cost of the projection project comes to \$6,128 and has the approval of the Foundation. The Foundation has pledges and gifts totaling \$4,725 designated for this project and will use other unrestricted funds to cover the remainder of the cost.

*Jim Currier made a motion to approve the projector project at the proposed cost of \$6,128. Motion was seconded by Jane Frawley and unanimously approved.*

The acceptance of the funds from the Foundation will be placed on the December agenda for the board's vote as this project comes to a cost of over \$5,000.

- B. Shed Project – Jim Currier distributed diagrams of the proposed “John’s Shed” to be constructed and placed in the parking lot for storage of the book sale tables, snow blower, and other items. The board discussed the shed size and location. The board favors the shed being placed at the far end of the upper parking lot. It was suggested that Jim consult Larry Ufford and Peter Tenant for their input on the shed size and site location.

*Terri White made a motion to approve Jim Currier following up on the Shed proposal with the size being 12' by 20' and that he review the proposed diagram and location site with Larry Ufford and Peter Tenant. Motion was seconded by Tom Mickle and unanimously approved.*

**V. Directors Report .Mindy Atwood**

**A. 2018 Budget – Review/ Approval**

Mindy Atwood reported that the Library will be included in the town’s electrical agreement. Projected insurance costs which are dependent on the town’s policy have been received.

The board discussed requesting the Selectmen to add a Library Aid III to the pay table at grade 7.

*Jim Carrier moved that we request the selectmen to add a Library Aid III position in the town pay table. Motion was seconded by Susi Churchill and unanimously approved.*

*Carol Brudnicki moved that we accept the 2018 draft Budget 1.5 including the Library Aid III position which comes to a total budget of \$380,964. Seconded by Denise Bressette the motion was unanimously approved.*

Mindy Atwood thanked the board for their efforts and work in developing the 2018 Library Budget.

**B. Review/Approval of Additional Support Documents**

Mindy Atwood distributed a Budget information sheet that explains additional funds and support the Library has received from the Friends of Abbot Library and the Abbott Library foundation. Also included are the records of hours volunteers have given to the Library. A second sheet was distributed that gives a comparison of material borrowed and patron visits between the old Abbott Library and the New Abbott Library.

**C. Review of Assistant Director Job Description**

The board reviewed and discussed the Librarian/Assistant Director job description. A few changes were made in the description.

*Jim Carrier made a motion to approve the Librarian/Assistant Director Job Description as amended. Motion was seconded by Terri White and unanimously approved.*

Because the FY2017 full time wages was budgeted at Mary Denko’s rate and we have been without one of our two full time staff members for a total of approximately four months we will be under budget in the full time wage category. However we will be over budget for part time wages because the part time staff has filled in during the time we were without a director or assistant director.

**D. 2017 IT projects and Prior Year’s Budget Carryover**

Mindy Atwood requested that we replace two of the staff computers. They would then be scrubbed and used to replace the oldest public computers as needed. Funds for the replacement computers would come from the operating budget (FY2017 budget line for computer support/hardware). The board agreed with this use of funds.

Mindy would also like to replace the Barracuda Web filtering system and the old file server using funds from prior year’s budget carryover. Estimated cost would be \$5,134.

*Jim Carrier made a motion that Precision Software Corporation be contacted to replace the filtering system and file server with a cost not to exceed \$5,134 with the funds coming from the 2015 prior year funds. Motion was seconded by Tom Mickle and unanimously approved.*

**VI. Treasurer’s Report**

**A. Review of Financials**

Susi Churchill reported that all accounts are reconciled. We are current with the Town stipend and presently under budget.

**B. Review/Approve Bill Manifest**

*Terri White moved we accept the November 15, 2017 Manifest of Bills report of all bills entered October 2017. The motion was seconded by Jim Currier and approved unanimously.*

**VII. Chair's Report**

Jane Frawley and Sharon Palmer will coordinate creating holiday gift bags for the 8 members of the Library staff. Mindy Atwood will contact the Friends about obtaining Library canvas bags at cost for this purpose.

Terri White thanked the board for the special day when she was presented the NH Library Trustee of the year Award.

**VIII. Old Abbott Library**

December 11<sup>th</sup> the Town Selectmen will discuss adding a warrant article on the Town Ballot concerning the raising of funds to cover the Old Abbott Library purchase as required in the CyPres Agreement. Board members are requested to attend the meeting to lend their support.

**IX. Old Business/Other Business none**

**X. Public Comment**

John Augustine made a few suggestions to clarify budget explanations for the ABC committee. He suggested we might consider contacting the school for replacing computer equipment. He also mentioned that the Library staff is invited to the Town's employee Holiday Party on Dec 20<sup>th</sup>.

Terri White reminded everyone that the public has the opportunity to attend our meetings and ask questions of the board.

**XI. Adjournment to Non-Public Session 91-A:3 IIa – The dismissal, promotion or compensation of any public employee**

*Jane Frawley made a motion to adjourn to a non-public session and seconded by Susi Churchill. By roll call vote, the Trustees voted to adjourn to a Non-Public Session under 91-A:3 II(a) at 7:38 PM.*

*By roll call vote the Trustees voted to have the minutes of this non-public Session sealed permanently.*

*Carol Brudnicki made a motion to resume public session, seconded by Terri White. Approved unanimously, the Trustees returned to public session at 8:04PM.*

**XII. Adjournment**

*Jim Currier made a motion to adjourn, seconded by Denise Bressette and unanimously approved. The meeting was adjourned at 8:05 PM.*

Respectfully Submitted

**Carol Brudnicki, acting Secretary      December 2, 2017**