

Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
June 20, 2019

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

Alternates: Sharon Palmer

Library Director: Mindy Atwood

Others:

I. Chair's Remarks

The meeting was called to order by Chair Carol Brudnicki at 5:31 pm, Thursday, June 20, 2019. Carol indicated Sharon Palmer would be sitting in for Terri White. Terri White and Jim Currier have an excused absence. An alternate did not sit in for Jim.

II. Approval of Minutes

Jane moved to approve the minutes of the Abbott Library Trustee's Meeting of Thursday, May 16, 2019, as submitted. The motion was seconded by Susi and unanimously approved.

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

Peg made a motion, seconded by Sharon, to accept the May 2019 Manifest of Bills. The motion passed unanimously.

C. Bookkeeper

Mindy shared four proposals from potential candidates for the bookkeeper role advertised by the Library in the Kearsarge Shopper. After a brief review of the proposals by the Trustees, it was determined that Mindy will contact the candidates to request resumes and will then determine who will be interviewed.

IV. Director's Report - Mindy Atwood

Mindy highlighted her written report:

A. Staffing

1. Mindy indicated that our technology volunteer, Steve Nilsen, has had some health problems recently. He will not be available for the foreseeable future. Mindy indicated that the library may be over-budget on technology at the end of the year as a result.
2. Riley Balch will continue to work for the library this summer as a high school intern. In addition, Mindy has hired Alexa Jenkins to also be a high school intern. Alexa will help with the Summer Reading Program and the Summer Service Club.
3. The Library will be closed on July 4th.

B. Community Partnerships

1. The library will once again serve as a location for students to take their Reading Counts tests as part of the Sunapee Middle High School's summer reading requirements. Thank you to Ray Palin for continuing to support the library's participation in this program.

2. The Story Walk project has been completed. This was a combined effort between the library, the Friends of the Abbott Library, Project Sunapee, the Recreation Department and the middle school. It was a great collaboration. The Story Walk is at Tilton Park.

C. Buildings and Grounds

1. Mindy continues to communicate with Tasco and Primex regarding the fire and safety alarm monitoring. Primex provided Tasco with their preferred language about Tasco's liability and Tasco has declined to change their contract to include that language. Mindy will continue to pursue resolution.
2. The carpets were cleaned on June 4th. This is done annually and is a task that Craig Heino automatically schedules for the library.
3. In keeping with one of her stated goals on her annual review, Mindy has begun the creation of an asset tagging/inventory document. The document will contain pictures of the interior of the building and notes about when and where items were purchased and/or serviced. Mindy has also completed a vendor contact list that is saved to the shared drive and therefore backed up off-site on a daily basis.

D. After School Programming for the 2019-2020 Academic Year

The Friends approved sponsoring the LetGoYourMind after-school Lego program! Thank you to the Friends for their continued generosity and support of the library.

E. Summer Programs

1. The sign up for the Summer Program has begun! Joni did a great job promoting the program at the school's literacy day in June and already there are 16 students signed up! A full schedule of events was provided to the Trustees.
2. Ten student volunteers have signed up for the Summer Service Club and one student is on the waitlist. This year, the NH Department of Labor states that best practice is to have a New Hampshire Youth Employment certificate on file for all youth volunteers. This is a change from last year. Mindy is in the process of collecting those certificates from all who have signed up.
3. The first ever Girls and Leadership Symposium (GaLS) will take place July 29 to August 1 at the library. To date, ten girls have already signed up! This will be led by Sara Bennett, a Women's Studies teacher at Lebanon High School, Katie Flint, SMHS English teacher, and Mindy. This symposium is intended to provide young women with the skills to build self-confidence and to support each other. Students will also have an opportunity to network with other professional women in the community.

F. Technology

1. Mindy recently created a draft of a software inventory. The inventory lists the various software suites and on-line services the library staff uses. A copy was shared with the Trustees.
2. Mindy looked at the Wi-Fi stats to find out how many people access Wi-Fi when the library is closed. In April, 61 unique users accessed the Wi-Fi outside of library hours.
3. The library will offer a resume class as part of our continuing effort to offer technology classes. Peg volunteered to assist in the class by reviewing resumes and providing feedback and advice.

V. Report from the Abbott Library Foundation

The Abbott Library Foundation met on Monday, June 17. The Foundation is continuing to consider offering the mini-golf event again this year. To that end, they are looking for volunteers within their organization to assist with this effort.

VI. Report from the Friends of the Abbott Library

1. The Friends' annual appeal has been mailed to potential donors.
2. Preparations for the annual pancake breakfast on July 13th are underway.
3. The Friends provided wonderful summer reading book bags, containing information on the library and the summer programs, to all pre-K through fourth grade students at the Sunapee Elementary School! This was a terrific idea and well-received by all.
4. The Friends will hold their annual meeting on October 3 on the MV Sunapee boat.

VII. Chair's Report

A. Library Hours

The library is now open on Tuesdays from 1pm – 8pm. This will continue until August as a trial period.

B. Library Director Job Description

The Library Director Job Description Committee met on June 19 to work on ensuring this description is up-to-date and reflects the current responsibilities. Much progress was made. At Mindy's suggestion, the committee will gather input from the Technology Committee as well as from the Town (ex., reviewing Town Department Head job descriptions for consistency where appropriate). The committee will be meeting again to finalize a draft for review by Mindy and the Trustees.

C. NHLTA Spring Conference

Peg attended the NHLTA Spring Conference on May 29, 2019 and shared some of the information from the various sessions she attended.

D. Library Trustee Alternates

Carol indicated that Jessica Warkentien's term as a Library Trustee Alternate expires July 2, 2019. As Jessica has begun a new job, she will not be a candidate for another term. Mindy indicated that she may have a candidate the Trustees could consider. Mindy will pursue this lead.

VIII. Old Abbott Library – Update on Fund Status – Terri White

There is no update at this time.

IX. Book Sale – Jane Frawley

1. Jane indicated that the resource that picked up the books that remained after the book sale last year will do the same this year.
2. Jane has compiled a list of volunteers and will be reaching out to solicit their help before, during and after the book sale.
3. The advertising for the book sale on July 13 is on track.

4. Carol stated that the schedule for the book sale is as follows (and encouraged the Trustees to help wherever they can):
 - a. Thursday, July 11 – 9am-1pm and 4pm-7pm - open for collection of donated books/begin to set-up and organize
 - b. Friday, July 12 – 9am-3pm - open for collection of donated books/finalize set up
 - c. Saturday, July 13 – 8am-1pm – book sale open to the public; following this, assistance will be needed to break down the set up
5. Peg shared the options researched for supporting the four wooden tables that do not currently have sawhorses available. After discussion and review, the Trustees agreed with the idea of purchasing (vs. making) eight sawhorses. The idea of buying locally was raised, and Peg and her husband Mark will discuss options with Belletetes. Mark and Scott have also volunteered to modify the existing wooden sawhorses to brace them for better, safer support.

Carol made a motion, seconded by Sharon, to purchase eight sawhorses to support four tables for the Abbott Library book sale, not to exceed \$320.00 from the Donation Account. The motion passed unanimously.

X. Planning/Task Committee – Peg Lesiak

At the May Trustee meeting, it was agreed that the Trustees would begin to explore the task of building a shed to house equipment currently stored in front of the library entrance or stored off premises. Mindy, Scott Hazelton and Craig Heino checked out a shed that a person in New London was offering for \$100, take it away. While the shed was in very good condition and could have been a viable option, Scott indicated that the Town did not have the ability to move it given its size.

In the meantime, Terri reached out to the Industrial Arts teacher at SMHS who seemed very excited about having his students work on this project! The work would begin second semester. It was suggested that the Trustees identify someone to liaise with the teacher on this project, and resources are being considered.

The Trustees and Mindy saw this partnership with the school as an excellent community project and were very supportive of moving in this direction. However, the timing of the project means that an interim solution must be found to store items that have to be removed from their current location (Sherbourne Gym) before the start of the next school year in September 2019. It was decided that the library will reach out to the Friends and the Foundation, to see if there is a person within their respective groups who has space and would volunteer to store these items until the shed is built and in place. In addition, the same request will be placed in the library's newsletter.

Following this discussion, Peg gave a brief update on the progress on tasks on the list, and will bring an updated task list to the August Trustee meeting.

XI. Strategic Planning Committee – Peg Lesiak

The search for a facilitator for a strategic planning meeting continues. Leads pursued by Mindy and Peg did not pan out. Terri spoke with a contact at Ausbon Sargent and received very positive feedback regarding a firm they have used. Terri was given a contact at the firm and will call to discuss our needs and get additional information.

XII. Technology Committee – Scott Rappeport

As was mentioned above, Mindy recently created a draft of a software inventory. The inventory lists the various software suites and on-line services the library staff uses. A copy was shared with the Technology Committee.

XIII. Old Business/Other Business

1. NHLTA Sue Palmatier Award nominee application
Mindy and Terri are working on this application, which is due by the end of July.
2. Policy Committee – By-Laws
Carol indicated that she has not heard back from Donna Nashawaty in regard to the Trustees' request to have a Primex representative come to a Board of Trustees meeting to answer questions (e.g., bonding, building coverage, etc.), as all the Trustees feel a need to be better educated and informed. This was particularly important to the Trustees in light of the recent example of the Hopkinton Library fire and the advice of their Library Director on the importance of understanding the insurance policy in advance of any problem. Carol will follow up.
3. Library Budget Meeting Reminder – September 5, 2019, at 5:30pm
As was mentioned at a prior Trustee meeting, the ABC Committee believes the budget process would be improved by receiving information earlier. It was decided that the initial review of department budgets will begin on October 7. Due to this change, the Trustees agreed to set up an additional meeting in September which will focus on the budget.
4. Summer Town Meeting
Mindy indicated that there was discussion by Town leaders in regard to the Summer Town Meeting, which has in the past seen very few attendees. It was decided that this meeting will be held during the day (vs. the evening), and Town Department Heads will introduce themselves and answer questions. All were pleased to learn that this event will be held at the library!
5. Upper Parking Lot
A concern was raised to Carol in regard to the upper parking lot. It was shared that entering and/or exiting the upper parking lot at night is challenging as the edge of the pavement is hard to discern. Mindy will speak with Scott Hazelton about options and in the meantime, will purchase reflectors to delineate the edge of the pavement.

XIV. Public Comment

None.

XV. Adjournment

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

The meeting was adjourned at 7:03 pm.

Respectfully Submitted
Peg Lesiak, Secretary
June 23, 2019