

**Minutes of the Abbott Library Trustee's Meeting**  
**Abbott Library, Sunapee, NH**  
**May 16, 2019**

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

*Alternates:* Sharon Palmer, Suzanne Tether

*Library Director:* Mindy Atwood

*Others:*

**I. Chair's Remarks**

The meeting was called to order by Chair Carol Brudnicki at 5:31 pm, Thursday, May 16, 2019. Carol indicated Sharon would be sitting in for Scott Rappeport and Suzanne would be sitting in for Jim Currier. Both Scott and Jim have an excused absence.

**II. Approval of Minutes**

*Sharon moved to approve the minutes of the Abbott Library Trustee's Meeting of Thursday, April 18, 2019, as submitted. The motion was seconded by Suzanne and unanimously approved.*

**III. Treasurer's Report**

**A. Review of Financials**

1. Susi reported that the bank accounts have all been reconciled and the town funding is current.
2. Susi pointed out a double entry on donations that will be corrected. In addition, Susi informed the Trustees that \$6200.00 from the Foundation for the projector and blinds was deposited into the Operating Account when it should have been deposited in the Donation Account.

*Susi made a motion to transfer \$6200.00 from the Operating Account to the Donation Account to reimburse the Donation Account for the projector and blinds expense. The motion was seconded by Sharon and approved unanimously.*

**B. Review/Approve Bill Manifest**

*Terri made a motion, seconded by Jane, to accept the April 2019 Manifest of Bills. The motion passed unanimously.*

**C. Bookkeeper**

Mindy stated that, to date, there have not been any responses to the RFQ for the bookkeeper resource. Trustees shared that the people they had contacted indicated they were not able to take on new clients at this time. It was recommended that an advertisement be placed in the Kearsarge Shopper, the Intertown Record and the Library newsletter. The timeline in the RFQ will be adjusted accordingly.

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

Mindy highlighted her written report:

**A. Staffing**

1. Mindy was very pleased to report that the Library is fully staffed! Kathryn (Katy) Hurd started at the Library on Friday, May 3. Katy has professional experience as a kindergarten and second grade teacher. She will work on Fridays and Saturdays (13-15 hours/week) and will plan story hours, order picture books, and assist Joni with planning other children's programs. Katy's skill set is a great complement to Joni's experience.

2. Mindy attended the NH Library Associate spring conference on May 9 and 10. She attended several helpful seminars, including one on library safety and a presentation about events after the fire at Hopkinton Town Library last August. In addition, in her capacity as READS vice-president, Mindy organized a panel of librarians who spoke about “Out of the Box Services and Programs”.
3. The Trustees were excited to learn that Mindy was accepted into the New England Library Leadership Symposium (NELLS). She will be attending this program August 12-15. This is a wonderful professional development opportunity.

**B. Community Partnerships**

1. On Thursday, May 16, Mindy served on a board of community panelists who listened to students’ pitch about a business they would like to someday own and operate. Panelists provided feedback to the students.
2. On Thursday, May 30 at 7:30am, Mindy will present the Library Overview at the Coffee with the Chief meeting at the Sunapee Services Building. Mindy offered her thanks to Chief Cahill for allowing her to speak at this event as well as for all his overall support of the Library.
3. Project Sunapee will hold a meeting entitled “Envision Sunapee 2020” at the Library on June 12 at 6:30pm. Project Sunapee has invited the leaders of town departments, town non-profits and the school district to participate in a conversation about community cooperation and collaboration. Mindy will serve as the Library’s representative. Arlene Adams (Abbott Library Foundation) and Caitlin Clapp (Friends of the Abbott Library) will also be in attendance.

**C. Buildings and Grounds**

1. Mindy has followed up with Craig Heino once again about adding the Library building needs to the Town of Sunapee Building Capital Reserve Maintenance schedule. Craig informed Mindy that this information is now with Scott Hazelton, who handles it from this point.
2. Tasco reduced their installation and monitoring cost to be similar to the quote Mindy received from Countryside. Mindy placed a call to our insurance carrier (Primex) after reviewing the contract sent by Tasco due to questions regarding the language in the contract.

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

Mindy had a very helpful exchange with the Sunapee Central Elementary School’s library media specialist, Heidi Doyle, in regard to their afterschool program offerings. Mindy suggested to the Trustees the offering of “blocks” of after school enrichment programs that would not conflict with or duplicate the elementary school’s after school programming. In the 2019-2020 school years, the Library could offer three after school opportunities:

1. Lego Camp: Wednesdays for grades K-2 and Lego Robotics on Thursdays for grades 3-5 from September 11 to October 3, 2019.
2. TBD: Wednesdays for K-2 and Thursdays for grades 3-5 from December 4 to December 10, 2019.
3. TBD: Wednesdays for K-2 and Thursdays for grades 3-5 from March 4 to April 3, 2020.

The Trustees reacted very positively to this approach of offering focused after school programs. In the course of the discussion, it was shared that the Lego Camp representatives come fully prepared, with all the materials, to lead these programs. Mindy is planning to ask the Friends for assistance in funding this program.

All the Trustees stated that Mindy should move forward with this approach to after school programming.

In addition, the Library would continue to offer programming during February and April vacations, 2020.

In regard to the recent April vacation programs, Mindy shared how successful the week was. As an example, eighty people attended the workshop on owls, and thirty-five attended the movie and pizza night.

#### **E. Policies**

Mindy indicated that the policies that have been updated and approved vary widely in formatting. She suggested the Trustees consider authorizing someone to make formatting changes only to the policy documents so that they are formatted consistently. A suggestion was made to approach one of the Library volunteers with background in this type of work to take on this task. Mindy will follow up on this.

#### **F. Summer Programs**

1. The sign up for the Summer Program will begin on June 17. The Library has contacted the elementary school to ask permission to speak with the students about the program as part of the school's Literacy Day in June.
2. The Library has six student volunteers from last year's Summer Service Club already signed up! A general notice about the program will be included in the next Library newsletter.
3. The Library is taking letters of interest for the high school internship program. Riley Balch will continue to be one of the Library's high school interns this summer. Thanks to the generous support of the Friends, the Library will once again be able to work with two high school interns.

#### **G. ABC Follow-up Meeting**

On April 22<sup>nd</sup>, Mindy attended the ABC follow-up meeting. The general consensus was that the process would be improved if committee members could get more information about department budgets earlier. To that end, department heads will be asked to have their operations budgets ready for initial review by October 7. The committee understands that further updates and edits to the non-salary budget may continue after October 7<sup>th</sup>.

#### **H. Trustee Training Opportunity**

The NH Municipal Association is offering Municipal Trustees Training Workshops on Thursday, June 6 from 9am-3pm at the NHMA offices at 25 Triangle Park Drive in Concord. The cost is \$60.00 and includes continental breakfast, lunch and program materials. Registration can be done online at <https://nhmunicipal.wufoo.com/forms/municipal-trustees-training-workshops/>. Please see Mindy's Director's Report for the schedule of events.

If interested, Trustees may register directly and bring the invoice to Mindy.

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

The Foundation met on Monday, May 13. They decided to move forward with hosting another mini-golf event this summer. Preliminary thinking is that there will be an adults-only, ticketed evening event, with a free family-focused event the next day (donations accepted for this free event).

In addition, it was shared that the Foundation is seeking board members. Trustees should contact Mindy with any ideas.

**VI. Report from the Friends of the Abbott Library**

The annual meeting of the Friends of the Abbott Library is usually held in October. This year, the Friends are considering holding the meeting on the MV Kearsarge, with a tour of the lake, a commentary on the lake's history, etc. Food and beverages would be a part of this evening.

The Friends continue to plan and prepare for the annual Pancake Breakfast on July 13.

The Friends' annual appeal letter will be coming out shortly.

**VII. Chair's Report**

**A. Library Alternate**

At the May 6<sup>th</sup> Town of Sunapee Board of Selectmen meeting, Suzanne Tether was reappointed as alternate to the Abbott Library Trustees. Congratulations Suzanne!

**B. By-Laws and Primex document**

Carol provided a copy of the proposed revised By-Laws. Suzanne provided the Primex document. Both will be discussed at this meeting.

**C. NHLTA Spring Conference**

The NHLTA Spring Conference is May 29, 2019.

**D. Town of Sunapee Right to Know workshop**

Suzanne Tether and Peg Lesiak attended this workshop on May 7<sup>th</sup>. The hand-out from this workshop was provided to Trustees and Alternates at this meeting, and a brief review of the session was provided by Peg and Suzanne. The Trustees were encouraged to read through the materials.

**VIII. Policy Committee - By-Laws**

*Terri made a motion, seconded by Sharon, to approve the By-Laws for the Abbott Library, as amended. The motion passed unanimously.*

On a related topic, the information provided to the Trustees on the insurance policy did not answer the Trustees' questions. Terri recommended a Primex representative come to a Board of Trustees meeting to answer all our 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 and Mindy will follow up with Donna Nashawaty, Town Manager, to discuss meeting this request.

**IX. Old Abbott Library – Update on Fund Status – Terri White**

Following the additional background materials provided by Terri, our attorney, Bob Wells, requested a meeting with Terri to discuss the information. The plan is for Bob to review all the information with the Office of Charitable Trusts and then provide a written legal opinion to the Trustees.

**X. Book Sale – Jane Frawley**

Jane is following up with Jessica as to whether the school will be able to help with the repair of the tables used for the book sale. In addition, a suggestion was made to approach the Sunapee Seniors' organization to see if anyone might have the skills/desire to work on this project. Jane will continue to pursue options.

A meeting of the book sale committee will be set up shortly.

**XI. Planning/Task Committee – Peg Lesiak**

The Planning Committee met on April 5<sup>th</sup> to finish the review of the task/project list developed at the February Trustee meeting. Hand-outs, distributed at the April Trustees meeting, were reviewed and discussed. The Trustees indicated that they agreed with the modifications made to the task list, as well as with the approach used to prioritize the tasks.

The prioritized list led to a good discussion in regard to balancing the completion of the tasks rated of highest priority (due to their rating in terms of safety/security, high need, low degree of difficulty, low cost, etc.) with tasks that were important but that had fallen lower on the priority list (due to having a higher degree of difficulty, higher cost, etc.). Given the highest priority tasks are underway (or completed), the Trustees agreed to work in tandem on a task with a higher degree of difficulty. The Trustees will begin to explore the task of building a shed to house equipment currently stationed in front of the library entrance or stored off premises. Terri offered to contact the Sunapee Middle High School about whether this might be a project for the 2019-2020 school year.

**XII. Strategic Planning Committee – Peg Lesiak**

Terri, Mindy and Peg met on April 3<sup>rd</sup> to continue refining the draft agenda for a strategic planning meeting. A revised agenda was prepared as well as a document for discussion with a facilitator, outlining key points the facilitator would need to understand in regard to what was important to the Trustees in conducting this meeting.

These documents were reviewed and discussed at this Trustee meeting and it was agreed that the next step would be to identify possible facilitator candidates. It is expected that the chosen facilitator would work with the Committee to help shape a final detailed approach/agenda.

Terri, Mindy and Peg will approach various organizations and resources to identify potential facilitators.

**XIII. Technology Committee**

The Technology Group met on April 30<sup>th</sup> to discuss the strengths, weaknesses, opportunities and threats that relate to technology in the library. The session was very productive. Mindy provided the Trustees the notes from the brainstorming session and asked for any additional thoughts the Trustees might have.

The committee is meeting again May 17<sup>th</sup> to determine action items that could be developed from this analysis.

**XIV. Old Business/Other Business**

1. NHLTA Sue Palmatier Award nominee application

*Carol made a motion to recommend the Friends of the Abbott Library for the NHLTA Sue Palmatier Award. Terri seconded this motion. The motion passed unanimously.*

Mindy and Terri will work on the application to nominate the Friends of the Abbott Library organization for this award.

2. It was noted that the Friends' Pancake Breakfast will end at 10:00am (vs. 11:00am) on July 13 due to an event being held in the harbor that day.
3. As was mentioned earlier, 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. **This meeting is scheduled for September 5, 2019, at 5:30pm.**

**XV. Public Comment**

None.

**XVI. Adjournment**

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

The meeting was adjourned at 7:53 pm.

Respectfully Submitted  
**Peg Lesiak, Secretary**  
May 19, 2019