

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

In attendance were Trustees: Carol Brudnicki, Chair, Jane Frawley, Vice Chair, Peg Lesiak, Secretary, Terri White and Scott Rapoport.

Alternates: Suzanne Tether, Sharon Palmer

Library Director: Mindy Atwood

Others: None

I. Chair's Remarks

The meeting was called to order by Chair Carol Brudnicki at 5:30 pm, Tuesday, August 20, 2019. Carol indicated Suzanne Tether would be sitting in for Susi Churchill and Sharon Palmer would be sitting in for Jim Currier. Susi Churchill and Jim Currier have an excused absence.

II. Approval of Minutes

Sharon moved to approve the minutes of the Abbott Library Trustee's Meeting of Thursday, June 20, 2019, as submitted. The motion was seconded by Suzanne. The motion passed unanimously. Terri White abstained.

III. Treasurer's Report

A. Review of Financials

Susi reported via email that the bank accounts have all been reconciled. The town funding is current as of July 30th.

Susi also reported via email that the \$6200.00 mentioned in the donation account reports was the Foundation money for the projector and blinds that was mistakenly deposited into the operating account at Bar Harbor Bank last year. After board approval at the May Board of Trustees meeting, the funds were transferred from the operating account to the donations account at Sugar River Bank.

Mindy reminded the Board that we likely will be overspent in the 2019 "heat" budget line item due to the unusually cold beginning of the year.

B. Review/Approve Bill Manifest

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

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

C. Bookkeeper

Mindy selected Heather Onstott to consult with the library on generating the monthly Trustee Treasurer reports. Heather has extensive experience with QuickBooks. In response to questions raised at the last Trustee meeting, Mindy explained that Heather's proposed fee schedule is a reflection of the fact that she is offering the library a non-profit rate for the first 10 hours billed in one month. Should the library need her for more than ten hours, she reserves the right to bill the library at her usual rate. Neither Heather nor Mindy anticipate needing Heather for more than ten hours a month. Mindy believes Heather is a very good fit with the library needs.

IV. Director's Report - Mindy Atwood
Mindy highlighted her written report:

A. Staffing

Marcia Stansfield handed in her two weeks' notice on Friday, July 12. She was regularly scheduled to work 12 hours a week.

B. 2020 Budget

A first draft of the 2020 budget has been prepared for the Trustees' review. Salary and benefit numbers are not yet available.

C. Report on Tuesday Open Hours

Mindy reported that on the seven Tuesdays the library has been open, beginning 6/25 through 8/6, there were an average of 75 patron visits and an average of 111 items circulated.

In July of 2018, there were 4,894 items circulated as compared to July of 2019, when 4,897 items were circulated. Patron visits in July 2018 totaled 3,326 compared to July 2019, when patron visits totaled 3,535. This is noteworthy because in prior months this year, item circulation has been down when comparing 2019 to 2018.

By comparison, on Saturdays over the same period of time, the average number of patrons is 103 and the average circulation is 143 items. Given that there is a story hour offered on Saturdays, this is a favorable comparison.

As a result, Mindy recommends continuing to open the library on Tuesdays, from 1-8pm. This will be reevaluated in December 2019. The Trustees are in support of this recommendation, with ongoing monitoring occurring.

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

The library will offer two sessions of Lego Camp in the fall. Grades 3-5 will be invited to participate in a four-week session that begins after Labor Day. Students in grades K-2 will be invited to participate in a four-week session immediately after that. The program will be offered on Wednesday afternoons and is sponsored by the Friends of the Abbott Library. The Trustees were very much in support of this approach to after school programming.

E. Summer Programs

1. The Summer Reading Program was a great success! The library partnered with two community groups, the Sunapee Heritage Alliance and the Lake Sunapee Protective Association. Mindy shared statistics on the program, showing that 69 children signed up and/or attended summer reading programming, and as of 8/16, 22 had submitted minutes and met their summer reading goal.

As for program attendance, the following statistics were shared:

Mr. Aaron Intergalactic Music Spectacular - 17 kids, 36 total
McAuliffe-Shepard Discovery Center: Traveling Planetarium - 26 kids, 53 total
Modern Times Theater - 14 kids (registered in program), 53 total
Superstellar STEAM Bonanza - 27 kids, 62 total
Hampstead Stage Company - 24 kids, 46 total
LSPA event - 14 kids, 24 total

Mindy complimented Joni on the excellent job of planning and executing the 2019 Summer Reading program. She particularly highlighted the wonderful connections Joni is making with the young library patrons.

2. The Student volunteers in Summer Service Club volunteered for more than 60 hours as of August 8. They have labeled new materials, created bulletin boards that will be used throughout the year, assisted at the pancake breakfast and helped out at Summer Reading Program events. Joni has been a great help managing these volunteers and their youthful enthusiasm!
3. Mindy shared a brief essay written by one of the high school interns, Riley Balch. Mindy asked him to reflect on what he learned in regard to the kind of work environment that will help him give his best effort.
4. The first ever Girls and Leadership Symposium (GaLS) was a tremendous success! There was very positive feedback from both parents and the girls. Thanks to the Friends and the Sunapee Police Benevolent Fund for co-sponsoring the luncheon on Thursday!

F. Building and Grounds

1. Reflectors have been installed on the edge of the driveway between the upper and lower parking lots. In addition, Mindy worked with the Sunapee Police Department to get a “Slow-Pedestrians” sign for the walkway from the sidewalk to the stairs.
2. The condenser in the air conditioning unit broke on Tuesday, July 23. ARC came within 24 hours and replaced it. Thanks are given to Justin and Craig for handling the situation while Mindy was on vacation.
3. Scott Hazelton reported that the Abbott Library has been added to the Town of Sunapee Building Capital Reserve Plan. The new document has not yet replaced the document currently available on the Town of Sunapee website. Mindy has reached out to Scott on this.

G. Macmillan Publishers and the eBook

Mindy provided the Trustees two articles about Macmillan Publishers’ recent change in policy related to when libraries are able to purchase eBooks from their company. A state-wide and nation-wide conversation is being held about the best response to this change that is highly unfavorable to public library patrons. Members of the New Hampshire Downloadable Books Consortium (including Abbott Library) have not yet heard exactly how they will be affected. Mindy will continue to monitor the situation.

H. Long (Long!!) Overdue Report

The total number of lost items from November 2015 to August 2017 is 51. The total value of these items is \$1,081.32. When considered against the fact that the library circulated 105,128 items and spent almost \$90,000 on library items, Mindy views these stats as a reasonable “cost of doing business”.

V. Chair’s Report

1. Carol met with Donna Nashawaty to obtain the town’s supervisory job description format. The Director’s Job Description committee met again on Friday, Aug. 16. The committee revised the present description and is putting it into the town’s format. A completed document should be available for review at the Trustees’ meeting in September.
2. Carol also spoke with Donna about the town’s insurance policy and the library’s coverage. Donna has spoken with Primex and we have the contact information for Dave Bullocks. Dave would like to know what our specific concerns are so he will be able to address the questions. Terri will ask Dave to provide a written summary of the policy (coverage, D&O,

bonding, etc.) beforehand in order for the Trustees to formulate their questions. Following this, a date will be set to meet with Dave to discuss the Library's coverage.

3. The Trustees have received an application from Jonathan Reed for the vacant alternate trustee position.

Scott made a motion, seconded by Terri, to recommend Jonathan Reed to the Board of Selectmen for the Abbott Library Board of Trustees Alternate role. The motion passed unanimously.

4. The NHLTA Sue Palmatier Award nomination has been submitted. It is expected the Trustees will hear the outcome of the nomination after Labor Day.
5. The book sale was a huge success! Thanks to Jane for organizing the event. Special thanks to Mark Prowe for making the old sawhorses stable and for researching and recommending the new sawhorses. The new sawhorses worked extremely well.

VI. Report from the Friends of the Abbott Library

Mindy reported that the Friends' pancake breakfast was very successful.

The Friends' mailing for donations has gone out and the donations are coming in as expected.

The Friends are currently working on their annual meeting to be held in October.

VII. Report from the Abbott Library Foundation

The Foundation met on August 19. A decision was made to fund a 5th anniversary celebration of the new library. The event is planned for the evening of November 15, 2019. There will be a few speakers and refreshments.

The Foundation is interested in taking on the project to complete the metal staircase in the parking lot (from the upper parking lot to the lower one). The project is focused on improving the safety and appearance of the stairs, and is targeted to be undertaken in the fall. Scott will inform the Foundation of the upcoming Trustee meetings so they can plan when to bring their proposal on the stairs to the Trustees.

VIII. Book Sale report – Jane Frawley

Jane reported that the book sale was a success! The event raised \$2618.85 from the sale of books.

Comments were made on how the book sale feels like a public service for the Town of Sunapee. Jane also reported that more than 170 hours of volunteers' time was donated over the three days of the book sale preparation, the sale itself, and the clean-up efforts.

Jane stated that the Friends had asked the Trustees to share in the cost of the banners and the hardware for the banners. This, along with the cost of the ad in the Kearsarge Shopper, will be approximately \$470.00.

The new sawhorses were deemed to be a great addition and very convenient from a storage perspective. Positive comments were made about tables being lower on the new sawhorses. A discussion ensued in regard to whether to continue purchasing new sawhorses to replace the existing sawhorses, which are of different heights and, in some cases, are unstable. It was suggested that it would be beneficial to monitor the pricing of sawhorses on Amazon in order to take advantage of purchasing these at the most favorable prices.

Carol made a motion to authorize Peg Lesiak to research and, with Mindy, to purchase twelve sawhorses at a cost not to exceed \$550.00 for the 2020 Abbott Library book sale. Jane seconded the motion, which passed unanimously.

The eight sawhorses that had been purchased for this year's book sale cost \$5.28 over the dollar amount that had been authorized by the Trustees.

Jane made a motion to reimburse the Library Operating Account \$5.28 from the Donation Account to cover the overage of the purchase of the eight sawhorses for the 2019 book sale. This motion was seconded by Carol and passed unanimously.

Storage of the book sale tables, sawhorses, and miscellaneous related items has been resolved until such time as the shed is built. Thanks to Indian Cave Homeowners Association and to a colleague of Jane's for allowing us to store these items on their property.

IX. Cy Pres update – Terri White

Terri continues to work with Bob Wells on getting written clarification of how the money from the sale of the old Abbott Library can be utilized. Bob is working with the Office of Charitable Trusts to work through this issue.

X. Planning/Task Committee – Peg Lesiak

Peg reviewed the current task list projects and their status. All of the projects deemed to be of highest priority have either been completed or are in progress.

Two projects were added to the task list: 1) the parking lot stair project under discussion by the Foundation and 2) the idea of putting some type of "guard rail" on the area of road between the upper and lower parking lots. In addition, in discussing the shed project and the need to have a liaison between the Trustees and the SMHS IA teacher whose classes will be working on the shed, Scott Rappeport volunteered to serve in that role.

Peg will update the task list documents and bring them to the Trustee meeting on Sept. 19th. A meeting will be set up with the committee to discuss the added tasks and to continue to assess tasks from the original list.

XI. Strategic Planning Committee – Peg Lesiak

Terri updated the Trustees in regard to finding a facilitator for a strategic planning meeting. Debbie Stanley of the Ausbon Sargent Land Preservation Trust recommended Empower Success Corps, a non-profit group of volunteers who help other non-profits in a number of areas, including strategic planning. This organization had worked successfully with Ausbon Sargent.

Terri spoke with members of this organization, sharing the information previously gathered from community outreach as well as the preliminary outline and thoughts the committee had for this type of planning session. They are looking at this information and are preparing a proposal for the Trustees' consideration. Empower Success Corps believes this could be targeted for the fall if that is when the Trustees would like the planning sessions to occur.

XII. 2020 Budget

Mindy provided a draft 2020 budget. Initial high level questions were raised and a request to add a column showing the 2019 year-to-date spending by line item was made. The budget draft will be discussed in detail at the Sept. 5 Trustee budget meeting.

XIII. Old Business/Other Business

None.

XIV. Public Comment

Mindy read a prepared statement relating to the non-public session (see attached).

XV. Adjournment to Non-Public Session 91-A:3, II(c)

Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

Carol made a motion to adjourn to a non-public session. This was seconded by Scott. By roll call vote, the Trustees voted to adjourn to a Non-Public Session under 91-A:3, II(c) at 7:20pm.

Carol made a motion to resume public session, seconded by Sharon. Approved unanimously, the Trustees returned to public session at 8:10pm.

Motion made by Carol, seconded by Scott to not publicly disclose the minutes because it is determined that divulgence of the information likely would:

☒ *Affect adversely the reputation of any person other than a member of the Board, or*
☐ *Render the proposed action ineffective, or*
☐ *Pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life, which shall include training to carry out such functions.*

Roll Call vote to seal the minutes:	Carol Brudnicki	Yes
	Jane Frawley	Yes
	Scott Rappeport	Yes
	Terri White	Yes
	Peg Lesiak	Yes
	Sharon Palmer	Yes
	Suzanne Tether	Yes

XVI. Adjournment

Peg made a motion to adjourn, seconded by Sharon. This was unanimously passed.

The meeting was adjourned at 8:12 pm.

Respectfully Submitted
Peg Lesiak, Secretary
August 23, 2019