

Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
September 5, 2019

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

Alternates: Sharon Palmer, Suzanne Tether, Jon Reed

Library Director: Mindy Atwood

Others:

I. Chair's Remarks

The meeting was called to order by Chair Carol Brudnicki at 5:32 pm, Thursday, September 5, 2019. Carol indicated Sharon Palmer would be sitting in for Jim Currier. Jim Currier has an excused absence.

Carol welcomed Jon Reed as the new Alternate to the Board of Trustees. Jon has been sworn in and was welcomed by all.

II. Approval of Minutes

Terri moved to approve the minutes of the Abbott Library Trustee's Meeting of Tuesday, August 20, 2019, as amended. The motion was seconded by Scott. The motion passed unanimously.

III. 2020 Budget

- Mindy began the proposed 2020 budget review by reminding all the Trustees that the salary and benefit numbers have not yet been received from the Town. Mindy also referenced comments from the prior Trustee meeting in regard to the approach of having the budget reflect the library's priorities while also working to keep to a 2.5% +/- increase to be in line with COLA.
- The meeting progressed with a line-by-line review and discussion of the proposed budget.
- Recommendations were made in regard to the following:
 - Increase line item 430 (Building Repair and Maintenance) to \$7500 as recommended by Scott Hazelton. This was in response to discussion regarding the possible cost to install a second protocol (as is best practice) for the fire alarm system.
 - Increase line item 802A (Books) to remain the same as was budgeted in 2018 and 2019 (\$30,000).
- Mindy will update the proposed 2020 budget for discussion at the Sept. 19, 2019, Abbott Library Board of Trustees meeting.
- The all day town budget meeting is scheduled for November 7, 2019. Mindy will inform the Trustees of what time the library's proposed budget will be presented during that day. As has been done in the past, Mindy share with the Town how much support the library receives from the very generous Friends and Foundation organizations, as well as all the volunteer hours from which the Library benefits.

IV. Old Business/Other Business

- Following up on the discussion at the August Trustee meeting in regard to continuing to purchase new and safer sawhorses for the book sale tables, Peg informed the Trustees that Home Depot in West Lebanon, NH, has the sawhorses available at a lower price than what is currently offered on Amazon. As Carol has access to a discount at Home Depot, Peg and

Carol will work together to purchase these items within the parameters set by the Board and will submit the invoice to the Abbott Library.

- Mindy informed the Trustees that the Thursday's Child dinner at the Coach House restaurant to benefit the Friends of the Abbott Library is scheduled for Thursday, October 3, 2019. As this had been the date for the Friends' annual meeting, the Friends are working on rescheduling.

XIV. Public Comment
None.

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 Peg. By roll call vote, the Trustees voted to adjourn to a Non-Public Session under 91-A:3, II(c) at 6:36pm.

Scott made a motion to resume public session, seconded by Susi. Approved unanimously, the Trustees returned to public session at 7:38pm.

Motion made by Jane, seconded by Scott to seal permanently the minutes because it is determined that divulgence of the information likely would:

☒ X 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 permanently the minutes:

Carol Brudnicki	Yes
Jane Frawley	Yes
Susi Churchill	Yes
Scott Rappeport	Yes
Terri White	Yes
Peg Lesiak	Yes
Sharon Palmer	Yes

XVI. Adjournment
Sharon made a motion to adjourn, seconded by Susi. This was unanimously passed.
The meeting was adjourned at 7:40 pm.

Respectfully Submitted
Peg Lesiak, Secretary
September 7, 2019