

Minutes of the Abbott Library Trustees Meeting **APPROVED AS SUBMITTED**  
Thursday, March 17, 2022 6:30 pm  
Abbott Library, Sunapee, NH

Attendees: Bev Bjorklund, Nancy Berger, Jim Harrison, Jon Reed, Tim Eliassen, and Suzanne Tether. Susi Churchill attended by telephone connection.  
Library Director - Mindy Atwood  
James McGraw, nominee for Abbott Library Board of Trustees Alternate position  
Arlene Adams, President of the Abbott Library Foundation  
Susan Johanson, applicant for Abbott Library Board of Trustees Alternate position

**I. Initial Remarks**

At 6:32 pm Mindy called the meeting to order and congratulated newly elected Trustees Jon Reed, Beverly Bjorklund and Tim Eliassen. The Trustees are very pleased to welcome the new members and look forward to working together with them.

Jim McGraw attended the meeting as an observer as his nomination has yet to be voted upon by the Select Board.

**II. Election of Officers**

Election of the Chair: Jon nominated Beverly Bjorklund, seconded by Tim. Bev accepted the nomination.

Election of the Vice Chair: Jon nominated Jim Harrison, seconded by Suzanne. Jim accepted the nomination.

Election of the Secretary: Tim nominated Suzanne Tether, seconded by Bev. Suzanne accepted the nomination.

Election of the Treasurer: Bev nominated Susi Churchill, seconded by Jim. Susi accepted the nomination.

Nancy proposed the nominated slate of officers as so named, seconded by Tim.

A brief discussion ensued before the election of officers was unanimously passed.

### **III. Introduction of Library Alternate candidate applicant**

Mindy introduced Susan Johanson who has applied for the position of Alternate to the Abbott Library Board of Trustees. Susan outlined her interest and qualifications. Nancy moved that the Abbott Library Board of Trustees recommend Susan's application for approval by the Sunapee Select Board. Jim seconded the nomination which passed unanimously.

A discussion ensued to inform Susan of the approval process.

### **IV. Approval of Minutes**

Jon moved that the minutes of the February 17, 2022 meeting be approved as amended. Nancy seconded the motion, which was approved. Tim Eliassen abstained as he was not a member of the Board of Trustees at the February meeting.

### **V. Treasurer's Report**

Susi and Mindy led the discussion on transition/technology issues of new Quick Book software. As yet line budget items for fiscal 2022 have not been entered, but the Profit and Loss actual budget will be available in April 2022.

Jim moved to accept the February Manifest of Bills. Jon seconded the motion which was approved unanimously.

### **VI. Director's Report**

Mindy explained the process by which Tim creates the checks for accounts payable, a function previously performed by Jeanne Wilson. A copy of the Abbott Library cash and check writing controls is attached to this document. In his role as an Abbott Library Trustee, Tim has no check signing authority. Thus it is deemed appropriate for him to continue working in the accounts payable capacity.

A copy of the minutes for March 17, 2022 Abbott Library Board of Trustees will be presented to each of the three banks currently holding Library accounts. Board Chair Bev Bjorklund will deliver the minutes attesting to the nomination and election of the slate of officers for March 2022 through February 2023. Each of the newly elected officers will present photo identification at the local bank branches for subsequent signing of the respective signature cards at Bar Harbor Bank and Trust, Mascoma Bank and Sugar River Bank.

Hoopla is now operative.

Mindy led the discussion surrounding the draft Librarian/Assistant Director position. The support documentation for this meeting contains the original draft. Mindy will provide the revised draft for Board records.

Jon moved to approve the amended Librarian/Assistant Director job description. Nancy seconded the motion which passed unanimously.

A copy of the amended document will be submitted for the minutes.

Mindy will submit the revised Librarian/Assistant Director job description to the Select Board for their information and concurrence.

The Board of Trustees Google email addresses are operative and should be utilized for distribution and communication. Technology and Outreach Librarian Brittany Blomquist is available to assist Board members in training and familiarity with the new system.

#### **VI. Covid-19 Policy**

Following discussion of CDC guidelines and the necessity, cost and frequency of cleaning the Library, the Trustees decided to authorize cleanings thrice weekly.

Nancy and Jon will work with Mindy to consider rescinding the Library's Covid-19 policy and substitute said policy with a Communicable and Infectious Disease Policy.

#### **VII. Strategic Planning Progress - ESC**

The newly formulated Board of Trustees will regroup on individual and committee assignments, determine progress on established goals, and renew efforts to complete the recommendations set during the Strategic Planning Process.

Trustees with current responsibilities for specific goals will check in with Mindy to maintain continuity, determine concerns and provide insight and report progress.

#### **VIII. Friends of the Abbott Library**

On March 31, the Friends will sponsor an author talk via Zoom by best-selling writer Hank Phillippi Ryan. The event is free of charge.

## **IX. Abbott Library Foundation**

Foundation President Arlene Adams announced that in 2021 the Foundation received \$32,000 in donations. To date 2022 contributions total \$5,000.

A memorial gift honoring Eleanor Goddard has been received. Under discussion are possible expenditures that include books with emphasis on New England gardening practices and interests, and plantings on Library grounds. To date no decisions have been made considering expenditures in Ellie's memory. Ellie's energy, expertise, spirit and work ethic will be greatly missed throughout the Sunapee community.

Mindy asks that a successor to Ellie be recruited to plant and tend the Library entrance flower pots.

## **X. Old Business**

Suzanne reported on two current developments concerning the storage shed building project.

Craig Heino has responded to Suzanne's inquiries regarding shed construction by the Town. Craig will get back to Suzanne with a drawing and more building and cost details. No date has been set but Craig did say he and Scott Hazelton had discussed placing the project on the Town's building and work schedule for Summer 2022.

Once again Suzanne investigated sheds produced by Reeds Ferry Sheds of Hudson. She has current promotional brochures and prices and was informed that proposed construction and installation dates are now booking into June and beyond.

## **XI. New Business**

Mindy reported that Jeanne Wilson is not well. No further information is available at this time. The Board extends best wishes to Jeanne for a speedy recovery.

## **XII. Public Comment**

There was no public comment.

## **XII. Adjournment**

Tim moved that the meeting be adjourned. Jim seconded the motion which passed unanimously. The meeting ended at 8:23 pm.

Respectfully submitted,  
Suzanne Tether, Secretary

Calendar

April 21, 2022

Thursday – Trustees Meeting

May 19, 2022

Thursday – Trustees Meeting

June 16, 2022

Thursday – Trustees Meeting

# Abbott Library

## Manifest of Bills

Accrual Basis

All Bills Entered February 2022

Type	Entered/Last Modified	Date	Account	Paid	Debit	Credit
<b>Comcast</b>						
Bill	02/24/2022 12:02:06	02/11/2022	341B · Internet Access	Paid	35.43	
Bill	02/24/2022 12:02:06	02/11/2022	341 · Telephone	Paid	107.35	
Total Comcast					142.78	0.00
<b>Dead River Company</b>						
Bill	02/24/2022 11:25:39	02/14/2022	411 · Heat	Paid	942.34	
Bill	02/19/2022 12:10:17	02/19/2022	411 · Heat	Paid	1,105.52	
Total Dead River Company					2,047.86	0.00
<b>Ebsco</b>						
Credit	02/24/2022 12:04:33	02/11/2022	802-B · Subscriptions	Unpaid		23.53
Total Ebsco					0.00	23.53
<b>Eversource</b>						
Bill	02/17/2022 12:50:50	02/08/2022	410 · Electricity	Paid	607.89	
Total Eversource					607.89	0.00
<b>Ingram</b>						
Bill	02/10/2022 11:23:25	02/01/2022	802-A · Books	Paid	26.89	
Bill	02/10/2022 11:20:10	02/02/2022	802-A · Books	Paid	22.46	
Bill	02/10/2022 11:26:07	02/02/2022	802-A · Books	Paid	968.79	
Bill	02/10/2022 11:26:58	02/02/2022	802-A · Books	Paid	15.77	
Bill	02/10/2022 11:35:15	02/03/2022	802-A · Books	Paid	11.29	
Bill	02/10/2022 11:35:43	02/03/2022	802-A · Books	Paid	31.39	
Bill	02/10/2022 11:37:51	02/03/2022	802-A · Books	Paid	10.48	
Bill	02/10/2022 11:38:23	02/03/2022	802-A · Books	Paid	11.82	
Bill	02/10/2022 11:19:31	02/04/2022	802-A · Books	Paid	48.15	
Bill	02/10/2022 11:22:34	02/04/2022	802-A · Books	Paid	25.80	
Bill	02/10/2022 11:24:23	02/04/2022	802-A · Books	Paid	17.10	
Bill	02/10/2022 11:25:04	02/04/2022	802-A · Books	Paid	10.76	
Bill	02/10/2022 11:43:38	02/06/2022	802-A · Books	Paid	58.46	
Bill	02/17/2022 12:59:48	02/09/2022	802-C · Non-Print	Paid	99.83	
Bill	02/17/2022 13:00:54	02/10/2022	802-A · Books	Paid	16.58	
Bill	02/17/2022 13:02:10	02/10/2022	802-A · Books	Paid	17.11	
Bill	02/24/2022 11:33:31	02/11/2022	802-C · Non-Print	Paid	15.54	
Bill	02/24/2022 11:36:19	02/11/2022	802-A · Books	Paid	16.05	
Bill	02/24/2022 11:58:00	02/11/2022	802-C · Non-Print	Paid	17.79	
Bill	02/24/2022 11:35:24	02/13/2022	802-C · Non-Print	Paid	59.22	
Bill	02/24/2022 11:34:26	02/14/2022	802-A · Books	Paid	10.74	
Bill	02/24/2022 11:37:33	02/14/2022	802-A · Books	Paid	48.44	
Bill	02/24/2022 11:38:32	02/14/2022	802-A · Books	Paid	191.06	
Bill	02/24/2022 11:39:16	02/14/2022	802-A · Books	Paid	14.30	
Bill	02/24/2022 11:40:06	02/15/2022	802-A · Books	Paid	320.76	
Bill	02/24/2022 11:41:35	02/15/2022	802-C · Non-Print	Paid	33.73	
Bill	02/24/2022 11:48:40	02/15/2022	802-A · Books	Paid	221.27	
Bill	02/24/2022 11:49:44	02/16/2022	802-C · Non-Print	Paid	22.49	
Bill	02/24/2022 11:51:12	02/16/2022	802-C · Non-Print	Paid	38.23	
Bill	02/24/2022 11:52:06	02/16/2022	802-A · Books	Paid	26.75	
Bill	02/24/2022 11:52:59	02/16/2022	802-A · Books	Paid	10.31	
Bill	02/24/2022 11:53:55	02/16/2022	802-A · Books	Paid	16.30	
Bill	02/24/2022 11:54:39	02/16/2022	802-A · Books	Paid	50.80	
Bill	02/24/2022 11:55:17	02/16/2022	802-A · Books	Paid	15.52	
Bill	02/24/2022 11:56:54	02/16/2022	802-A · Books	Paid	43.47	
Bill Pmt -Check	02/17/2022 13:20:11	02/17/2022	802-A · Books	Paid		1.00
Bill Pmt -Check	02/17/2022 13:20:11	02/17/2022	802-A · Books	Paid		0.17
Bill Pmt -Check	02/17/2022 13:20:11	02/17/2022	802-A · Books	Paid		0.17
Bill	02/24/2022 11:56:02	02/17/2022	802-A · Books	Paid	23.05	
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-C · Non-Print	Paid		0.16
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-A · Books	Paid		0.16
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-C · Non-Print	Paid		0.18
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-C · Non-Print	Paid		0.59
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-A · Books	Paid		0.11
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-A · Books	Paid		0.48
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-A · Books	Paid		1.91
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-A · Books	Paid		0.14
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-A · Books	Paid		3.21
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-C · Non-Print	Paid		0.34
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-A · Books	Paid		2.21
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-C · Non-Print	Paid		0.22
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-C · Non-Print	Paid		0.38
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-A · Books	Paid		0.27
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-A · Books	Paid		0.10
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-A · Books	Paid		0.16
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-A · Books	Paid		0.51

# Abbott Library Manifest of Bills

Accrual Basis

All Bills Entered February 2022

Type	Entered/Last Modified	Date	Account	Paid	Debit	Credit
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-A · Books	Paid		0.16
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-A · Books	Paid		0.43
Bill Pmt -Check	02/24/2022 12:46:26	02/24/2022	802-A · Books	Paid		0.23
Total Ingram					2,588.50	13.29
<b>Melinda S. Atwood</b>						
Bill	02/17/2022 12:48:44	02/17/2022	802-F · Software	Paid	163.70	
Bill	02/17/2022 12:48:44	02/17/2022	610 · General Supplies	Paid	119.00	
Total Melinda S. Atwood					282.70	0.00
<b>Midwest Tape</b>						
Bill	02/17/2022 12:55:42	02/08/2022	802-C · Non-Print	Paid	72.34	
Total Midwest Tape					72.34	0.00
<b>Quill Com</b>						
Bill	02/24/2022 11:27:18	02/10/2022	610 · General Supplies	Paid	3.19	
Bill	02/24/2022 11:27:18	02/10/2022	640 · Custodial Supplies	Paid	13.18	
Total Quill Com					16.37	0.00
<b>Tech Soup Global</b>						
Bill	02/17/2022 13:04:56	02/11/2022	802-F · Software	Paid	160.00	
Total Tech Soup Global					160.00	0.00
<b>UniFirst Corporation</b>						
Bill	02/17/2022 13:03:40	02/14/2022	430 · Bldg Repair & Maintenance	Paid	73.17	
Total UniFirst Corporation					73.17	0.00
<b>TOTAL</b>					<b>5,991.61</b>	<b>36.82</b>

11:07 AM

03/12/22

Accrual Basis

**Abbott Library Donation Account**  
**Custom Transaction Detail Report**  
 January 31 through February 28, 2022

Type	Date	Name	Memo	Account	Amount	Balance
<b>Jan 31 - Feb 28, 22</b>						
General Journal	02/18/2022		February interest accrual CD endi...	18611 · Accrued Interest from CD	42.66	42.66
General Journal	02/18/2022		February interest accrual ending ...	30000 · Opening Balance Equity	-42.66	0.00
General Journal	02/18/2022		February interest accrual ending ...	18611 · Accrued Interest from CD	28.68	<del>28.68</del>
General Journal	02/18/2022		February interest accrual ending ...	30000 · Opening Balance Equity	-28.68	0.00
Deposit	02/24/2022		Deposit	B201 · Cap. Campaign/Donation Account	75.00	75.00
Deposit	02/24/2022		Kathy Lowe-Bloch	43450 · Individ, Business Contributions	-75.00	0.00
<b>Jan 31 - Feb 28, 22</b>					<b>0.00</b>	<b>0.00</b>

11:06 AM

03/12/22

Accrual Basis

**Abbott Library Donation Account**  
**Statement of Financial Income and Expense**  
**January 31 through February 28, 2022**

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	<u>Jan 31 - Feb 28, 22</u>
Ordinary Income/Expense	
Income	
43400 · Direct Public Support	
43450 · Individ, Business Contributions	75.00
	<u>75.00</u>
Total 43400 · Direct Public Support	<u>75.00</u>
Total Income	<u>75.00</u>
Net Ordinary Income	<u>75.00</u>
Net Income	<u><u>75.00</u></u>

10:47 AM

03/12/22

Accrual Basis

**Abbott Library**  
**Trust & Fines Account - Profit & Loss**  
January 31 through February 28, 2022

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	<u>Jan 31 - Feb 28, 22</u>
Ordinary Income/Expense	
Income	
46400 · Other Types of Income	
46480 · Book Reimbursement	40.00
46481 · Non-Resident Fees	80.00
46487 · Printing/Copying Income	93.40
46488 · Fax	2.50
46489 · Overdue Conscience	<u>17.65</u>
Total 46400 · Other Types of Income	<u>233.55</u>
Total Income	<u>233.55</u>
Net Ordinary Income	<u>233.55</u>
Net Income	<u><u>233.55</u></u>

10:52 AM

03/12/22

Accrual Basis

**Abbott Library**  
**Balance Sheet**  
As of February 28, 2022

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	Feb 28, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
B101 - Operating Account	26,902.43
B102 - Trust and Fines	17,377.26
<b>Total Checking/Savings</b>	44,279.69
<b>Total Current Assets</b>	44,279.69
<b>Other Assets</b>	
A301 - Library Gardner Fund	2,681.54
A302 - Library General Fund	9,293.57
<b>Total Other Assets</b>	11,975.11
<b>TOTAL ASSETS</b>	<b>56,254.80</b>
<b>LIABILITIES &amp; EQUITY</b>	0.00

## Abbott Library Donation Account

## Balance Sheet

As of February 28, 2022

	Feb 28, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
B201 · Cap. Campaign/Donation Account	23,803.42
Total Checking/Savings	23,803.42
Total Current Assets	23,803.42
Other Assets	
18600 · Other Assets	
18610 · Certificate of Deposit	
18611 · Accrued Interest from CD	406.47
18620 · Martha Abbott Trust	125,160.00
18630 · Mabel Davies' Funds	115,104.00
Total 18610 · Certificate of Deposit	240,670.47
Total 18600 · Other Assets	240,670.47
Total Other Assets	240,670.47
<b>TOTAL ASSETS</b>	<b>264,473.89</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	3,160.00
Total Accounts Payable	3,160.00
Total Current Liabilities	3,160.00
Total Liabilities	3,160.00
Equity	
30000 · Opening Balance Equity	240,875.63
32000 · Temp. Restricted Cap. Campaign	20,363.26
Net Income	75.00
Total Equity	261,313.89
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>264,473.89</b>

## Operating Account - Profit &amp; Loss Budget vs. Actual

February 2022

	Feb 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
46400 · Other Types of Income			
46429 · Interest Operating Acct	0.34		
46430 · Miscellaneous Revenue	14,971.00		
Total 46400 · Other Types of Income	14,971.34		
1 · Town Funding Contributions			
100 · Town Funding	9,543.08		
101 · Town Funding Payroll & Benefits	21,813.49		
Total 1 · Town Funding Contributions	31,356.57		
Total Income	46,327.91		
Expense			
2 · Payroll and Benefit Expenses			
207 · Full Time Wages	11,949.60		
208 · Part Time Wages	5,098.26		
210 · Health Insurance	2,898.00		
215 · Life & Disability Insurance	593.98		
220 · Medicare	241.41		
221 · Employer FICA	1,032.24		
Total 2 · Payroll and Benefit Expenses	21,813.49		
3 · Prof. & Tech Services			
341 · Telephone	107.35		
341B · Internet Access	35.43		
342A · Computer Support/Hardware	690.00		
Total 3 · Prof. & Tech Services	832.78		
4 · Facilities			
410 · Electricity	607.89		
411 · Heat	2,047.86		
430 · Bldg Repair & Maintenance	83.16		
Total 4 · Facilities	2,738.91		
5 · Other Services			
555 · Advertising	40.50		
Total 5 · Other Services	40.50		
6 · Supplies			
610 · General Supplies	122.19		
640 · Custodial Supplies	13.18		
Total 6 · Supplies	135.37		
62100 · Contract Services			
62150 · Outside Contract Services	765.00		
Total 62100 · Contract Services	765.00		
8 · Library Materials			
802-A · Books	2,577.07		
802-B · Subscriptions	-23.53		
802-C · Non-Print	505.41		
802-F · Software	323.70		
802-G · Collection Supplies	20.18		
Total 8 · Library Materials	3,402.83		
Total Expense	29,728.88		
Net Ordinary Income	16,599.03		

1:46 PM

03/14/22

Accrual Basis

Abbott Library

Operating Account - Profit & Loss Budget vs. Actual

February 2022

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	Feb 22	Budget	\$ Over Budget
Net Income	16,599.03	0.00	16,599.03

*Abbott Library Trustee Meeting Agenda*  
Thursday      March 17, 2022    6:30 pm

- I.      Opening Remarks      Library Director
  
- II.     Election of Officers
  - 1.   Chair
  - 2.   Vice Chair
  - 3.   Secretary
  - 4.   Treasurer
  
- III.    Approval of Minutes  
         Feb 17, 2022
  
- IV.    Treasurer's Report      Susi Churchill
  - 1.   Review of Financials
  - 2.   Review/Approve Bill ManifestMotion to accept the February Manifest report of Bills.
  
- V.     Directors Report   Mindy Atwood
  
- VI.    Covid 19- policies update
  
- VII.   Strategic Planning Progress Report /ESC
  - 1a. Communication within the community (Bev, Mindy)
  - 1b. Communication with partners (Suzanne, Mindy, Tim E.)
  - 2   Role & responsibilities of Trustees   (Carol, Peg, Mindy)    completed
  - 3.   Learning opportunities (Jim, Justin, Caitlin, Mindy, Jan Harrison)
  - 4.   Volunteerism
  - 5.   Multi-purpose space (Susi, Mindy, Scott)   completed
  
- VIII.   Abbott Library Friends Report
  
- IX.    Abbott Library Foundation Report
  
- X.     Old Business/Other Business
  - 1.   Shed - Suzanne
  
- XI.    Public Comment

**Next meetings**

April 21, 2022	Thursday – Trustee Meeting 6:30 pm
May 19, 2022	Thursday – Trustee Meeting 6:30 pm

**Director's Report  
March 17, 2022**

**Public Relations and Advocacy**

- Scheduled Abbott Library, Abbott Library Foundation and Friends of the Abbott Library to be at the non-profit table at the Sunapee Farmers' Market on June 18 2022
- Attended and spoke at Coffee with the Chief on March 17

**Professional Development**

- Attended classes for the NH Bureau of Education and Training's Supervisory Academy March 7, 10, 14 and 17. The last class is March 24.

**Financial Management**

- Town of Sunapee 2021 audit process will begin on March 24, 2022.
- Migrated to Quickbooks Online on March 15.
- In April the Town will begin to outsource its payroll processes to a vendor. I attended an orientation about the on-line payroll service that all town employees will use to input their hours and manage their paid time off.

For your discussion: Should Tim Eliassen continue in the position of accounts payable volunteer given his election to the Board of Trustees?

**Buildings and Grounds Management**

- The New Hampshire Conference Room is being used by the public on a drop-in and reservation basis.
- Craig and I are working with ARC Mechanical to purchase and have installed an automatic FreezeStat mechanism.

**Collection Management**

- Hoopla go-live date has been pushed back by two weeks.

**Staff Management**

- Justin Levesque's last day will be Saturday, April 2.
- According to the Town Manager, the library does not need to wait to hire a new person to the position of Librarian. In an email to me, she calculates that the pay differential will cover the difference in a possible change in insurance census.
- On Monday, March 14, the Librarian position was posted on the New Hampshire Library job blog, the Vermont Library Association website and on Indeed.
- I have made some edits to the job description and have attached the description for your review and approval.

For your action: Approve updated Librarian job description

- I am working to hire a Saturday Library Aide.

**Planning and Development**

- The schedule for programs at the Abbott Library during the Recreation Department Summer Day Camp has been set.

- June 21: Library “orientation” for signing up for library cards, promotion of Summer Reading Program
- June 28: LSPA presentation
- July 5: Simon Brooks presentation- fairies and dragons theme
- July 12: “Read It and Eat It” with the Lebanon Co-op
- July 19: Vermont Institute of Natural Science
- July 26: Magnets and Batteries, Motors and Bulbs with Montshire Museum
- August 2: Make Your Own Comics with Marek Bennett
- August 9: Paper Rockets Workshop with McAuliffe-Shepard Discovery Center

#### **Program Management**

- Despite a family medical emergency, Alex’s good planning allowed three weeks of craft bags to be offered. Storyhour had to be cancelled but will resume on March 24.
- The new session of the afterschool program will begin on April 3.
- Susan King and Ruane Miller have begun planning for the 2022 Summer Reading Program.
- Meetings with Ray Palin, the SMHS school media specialist, Heidi Doyle, the SCES school media specialist and the Bywater migration team have begun. We will meet once a week for an hour from now until the shared catalog goes live in the end of July.
- The Friends of the Library will host a virtual author talk with Hank Philippi Ryan on March 31 at 6:30 PM. Multiple copies of two of Ms. Ryan’s most recent books are available to borrow.

#### **Technology Management**

- Trustee emails with the domain name @abbottlibrary are now active. Please find attached some information about how to use Gmail.

#### **COVID-19 Management**

- I have reviewed the library’s COVID-19 policy. Given the changes in guidance from New Hampshire DHHS and the Governor, I have attached a draft version of a Communicable and Infectious Diseases Policy that might better serve the library. This policy is in its nascent stages and I would welcome help from a small subcommittee that could meet a couple times to refine it. I would then suggest the policy be returned to the full Board for a second review and finally sent to the library’s lawyer for a final review.
- NH DHHS still points to the CDC guidance of November 15, 2021 with regard to cleaning non-health care facilities. Under the section titled, “When to Clean and Disinfect” the guidance states, “If no one with confirmed or suspected COVID-19 has been in a space cleaning once a day is usually enough to remove virus that may be on surfaces. This also helps maintain a healthy facility.”
  - Prior to the COVID-19 pandemic the library, including staff and public bathrooms, was cleaned on Monday, Wednesday and Saturday.
  - We are still paying Simply Clean for supplemental cleanings so that the library is cleaned once a day.

For your discussion: Should the library return to pre-COVID cleaning frequency, maintain cleaning once a day or reduce cleaning from once a day but clean more than three times a week?

<b>Library Use:</b>	<b>Feb 2022</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>% Change</b>
Library Items	2,509	4,730	4,777	-1%
Downloaded Audiobooks	317	656	584	12%
Downloaded E Books - Overdrive and Freeding	192	448	482	-7%
Music Downloaded - Freegal	43	80	117	-32%
Music Streamed - Freegal	144	371	354	5%
Local Use	64	71	11	545%
Online Tools Total	166	345	281	23%
Breakdown of Online Tools				
Ancestry	0	0	0	
Kanopy (videos)	77	132	139	-5%
EBSCO	2	12	4	200%
Mango	5	15	3	400%
New York Times	82	186	134	39%
Total Circulation	3,435	6,701	6,606	1%
Patron Visits	1,391	2,754	1,173	135%
New Registrations	12	24	18	33%
Internet Sessions (public computers)	30	98	98	0%
Wireless Usage	423	790	546	45%
Program Questions	31	97	35	177%
Regular Reference	80	150	215	-30%
Extended Reference	7	20	9	122%
Readers' Advisory	38	79	48	65%
Tech Help	61	127	84	51%
Extended Tech Help	17	42	8	425%
Total Reference	234	515	399	29%
<b>Website</b>	<b>Feb 2022</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>% Change</b>
Visits	980	1,942	2,513	-23%
Unique Visitors	585			
Avg Visits per Day	35.0			
<b>Programs This Month</b>	<b>Adult</b>	<b>Child</b>	<b>Adult YTD</b>	<b>Child YTD</b>
Number of Programs	3	12	5	16
Number of Attendees	18	68	78	99
<b>Meeting Room Usage in Hours</b>	<b>Activities</b>	<b>Conference</b>	<b>Activ YTD</b>	<b>Conf YTD</b>
	23.5	13.5	45	13.5
<b>Children's Computer Sessions</b>	0			
<b>Volunteer Hours</b>	<b>Feb 2022</b>	<b>YTD 2022</b>		
	130.0	263.3		
<b>Web Chats</b>	<b>Feb 2022</b>	<b>YTD 2022</b>		
	2	7		

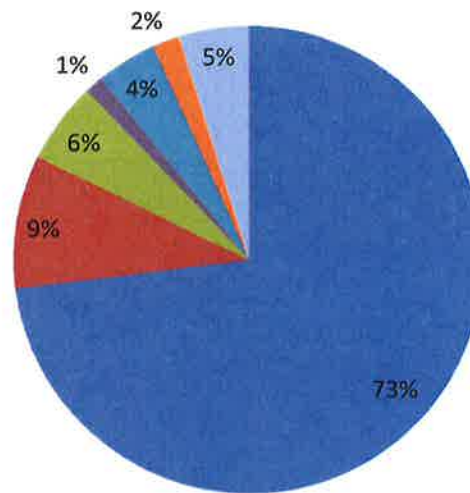
February 2022

Circulation	
Library Items	2,509
Downloaded Audiobooks	317
Downloaded E Books (Overdrive and Freeding)	192
Music Downloaded (Freegal)	43
Music Streamed (Freegal)	144
Local Use	64
Online Access	166
<b>Total Circulation</b>	<b>3,435</b>

**Toatal Reference**      234

**Patron Visits**      1,391

## Circulation



■ Library Items

■ Downloaded Audiobooks

■ Downloaded E Books  
(Overdrive and Freeding)

■ Music Downloaded (Freegal)

■ Music Streamed (Freegal)

■ Local Use

■ Online Access

## **Communicable & Infections Diseases Policy**

*Abbott Library, Sunapee, NH*

### **INTRODUCTION**

At any time and in all instances, the Abbott Library's priority is the health and safety of our staff and our patrons. Staff and patrons are expected to visit the Abbott Library without being infected with serious communicable diseases. Nonetheless, the Board recognizes that staff, volunteers, patrons and others may come in contact with blood borne pathogens, viruses and other communicable diseases during their time in the library or may unknowingly carry those pathogens, viruses and other communicable diseases. The Board of Trustees adopts this policy as a means to minimize risk while respecting the rights of all staff, volunteers and patrons, including those who are so infected.

### **POLICIES**

As stated in the Abbott Library's Patron Service Policy, "The library shall offer the same quality of service to all regardless of age, race, gender, nationality, educational background, physical limitations or any other criteria which may be the source of discrimination." Other criteria shall include "communicable diseases" where risk of transmission of illness to others or being a hazard to themselves is negligible.

The Abbott Library will follow the Town of Sunapee's Employee Handbook with regard to employment policies and practices for library employees and volunteers with a communicable disease. These policies and practices include but are not limited to: attendance, work schedules, leave, safety, health, and medical information.

This document is intended to serve as a framework for action that should be referenced and followed, but unforeseen and unanticipated circumstances may require this document to be amended.

In rare cases some infectious diseases, viruses, etc., may be so dangerous and or the risk of casual transmission so great that effective response will require broader measures. Based on specific recommendations of local, state and/or federal health authorities, the Board of Trustees delegates authority to the Library Director to implement such additional, extraordinary emergency measures as may be necessary and appropriate to address the health risk. The measures include but are not limited to library closure, social distancing requirements or temporary adjustments in services offered and duties performed. Such measures should be taken with prior notice to the Board of Trustees, if practicable, or as soon as possible thereafter.

As soon as is practicable and possible, the Board of Trustees will add such measures to this policy as an amendment. In the event that such measures are rendered unnecessary the Board of Trustees will delete irrelevant amendments from the policy.

The Trustees will consider the following when adding amendments to this policy:

1. The safety of the library staff and library patrons;
2. Recommendations, guidelines, and emergency orders issued by the New Hampshire Governor;
3. Recommendations and guidelines from the Centers for Disease Control and Prevention (CDC) or New Hampshire Department of Health and Human Services;
4. Recommendations and guidelines from the New Hampshire State Library;

5. The status of and mode of delivery of services being offered by Town Hall; and
6. The mode of operation of the Sunapee School District.

Communication between the Abbott Library and the Town of Sunapee and between the Abbott Library and the Sunapee School District is critically important and it will be the responsibility of the Director to maintain timely and clear lines of communication with those entities. In addition, when possible and appropriate, communication between neighboring libraries and the Abbott Library should be maintained.

<b>Town of Sunapee, NH</b>	
<b>POSITION: Librarian/Assistant Director</b>	<b>DEPARTMENT: Library</b>
<b>FLSA STATUS:</b>	<b>REPORTS TO: Library Director</b>
<b>LABOR GRADE: 10</b>	<b>DATE: March 17, 2022</b>

**GENERAL SUMMARY**

This position works in the Abbott Library and is responsible for administrative work involving a broad range of public library functions including excellent, friendly and knowledgeable service to all library patrons. In addition, this position acts as the Director in case of absence of the Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES****General Library Duties and Responsibilities**

- a. Helps establish and maintain a high customer service performance standard.
- b. Works at staff circulation desk as needed. Greets patrons when they enter the library and performs all circulation duties, including: checking in and out library materials, notifying patrons of holds, placing holds for patrons, registering new borrowers, maintaining current patron information, and collecting fines and other fees for faxing or copies. Tracks Internet usage and patron questions. Records patron attendance of all library programs.
- c. Provides reader's advisory, reference and technology help as needed. Assists patrons with locating library materials, assists patrons with access to Internet workstations, assists patrons with making photocopies and scans and assists in managing the meeting rooms and meeting room scheduling.
- d. Opens and closes the library as needed. At opening, assists with the emptying of the exterior book drop. At closing, assists with shutting down all computers, entering daily statistics, turning off all lights and locking all doors before leaving the building.
- e. Ensures safe conditions for staff, public, and building operation. Takes appropriate action in emergencies.
- f. Create or oversee creation of library displays.

**Assistant Director Duties**

- a. Executes library policies and the directions of the Director in all areas of library operation.
- b. Assumes responsibility for library operations in Director's absence.
- c. May assist Director in a variety of strategic areas including: developing new policies, budget preparation, long-range planning, preparing statistical and narrative reports, managing Automated Library System, and developing a procedure manual, emergency procedures, and other aids for staff and volunteers.
- d. May assist Director in community relations, selection and training of new staff, evaluating staff, managing volunteers and following volunteer best practices.
- e. May assist the Director with grant writing and fundraising efforts.

***Collection Development***

- a. Selects new materials for library collections by evaluating review journals, publishers' catalogs and other on-line professional resources.
- b. May approve or disapprove patrons' requests for new materials by locating and evaluating reviews.

- c. Prepares new materials for circulation by labeling items based on the library's classification system. Places audio-visual materials into the proper cases. Edits records within local library collection.
- d. Catalogs books and other materials.
- e. Under the direction of the Director analyzes existing collections for weaknesses and orders materials to upgrade subject areas.
- f. Under the direction of the Director, determines whether to withdraw, replace, or rebind materials in the collection and works with library staff that assist with this process.
- g. Assists in the purchasing of book processing supplies.

#### *Interlibrary Loan*

- a. Processes Interlibrary Loan requests from patrons including securing materials, processing received materials and maintaining records as needed.
- b. Process Interlibrary Loan requests from other libraries including delivery and maintaining records as needed.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- a. Plans and implements adult programming, including planning, promoting and leading monthly book discussion group.
- b. Attends professional meetings, workshops, and classes.
- c. Other duties and special projects as assigned by the Director.

#### **SUPERVISORY CONTROLS**

- a. Librarian/Assistant Director reports to the Library Director.
- b. Librarian/Assistant Director shall abide by the Library's mission statement and policies and work to further the goals of the library.

#### **GUIDELINES**

Guidelines include the Abbott Library's policies and procedures, the Town of Sunapee Employee Handbook, American Library Association's (ALA) code of ethics, New Hampshire RSAs and other relevant local, state and federal laws.

#### **COMPLEXITY**

The position includes a variety of complex duties and responsibilities including:

- a. Ability to understand library principles, practices and policies and how to implement them within the day-to-day function of a public library
- b. Ability to exercise independent judgment and consult the Director as necessary.
- c. Ability to plan and lead book discussion groups
- d. Ability to establish and maintain effective working relationships with library staff, employees in other town departments, volunteers, and patrons.

#### **SCOPE AND EFFECT**

The scope of the position includes performing tasks required to maintain day-to-day operations within the library and performing tasks required for the long-term, strategic advancement of the library.

**PERSONAL CONTACTS**

Contacts are typically with the Library Director, other library staff, library patrons and the general public. The contacts may also include committees or groups in a non-structured to well-structured setting.

**PURPOSE OF CONTACTS**

The purpose is to provide outstanding service to all library patrons.

**MANAGEMENT RESPONSIBILITY**

- a. When the Director is off duty, the Librarian/Assistant Director shall assume the authority and responsibility of making all decisions and of being the person in charge of other persons working in the library.
- b. The Librarian/Assistant Director may instruct other workers and volunteers of duties and jobs to be done when their assigned work is finished.

**DESIRED MINIMUM QUALIFICATIONS****Professional Experience**

- a. Knowledge of library principles, methods, materials and practices of library operation.
- b. Knowledge of the theories, objectives, principles and practices of public administration as applied to a public library.
- c. Ability to administer the activities of a public library and to oversee the work of others.
- d. Ability to establish and maintain effective working relationships with superiors, subordinates, officials of other agencies and the general public.
- e. Ability to effectively communicate in oral and written communications.
- f. Ability to assess reader interest.
- g. Ability to offer patrons basic and intermediate help with technology devices, software and apps.
- h. Ability to use audio-visual technology, office equipment and library systems.
- i. Ability to perform routine work well; to follow instructions and to accept responsibility.
- j. Ability to arrange books alphabetically and numerically.
- k. Neat, clean, friendly, can-do attitude with other staff and patrons, and willingness to accommodate all patrons.
- a. Commitment to expand skills and knowledge through continuing education courses

and workshops.

- b. Sufficient general knowledge of everyday library procedures to permit running the library in the Library Director's absence.

### **Education**

A Master's of Library Science degree or equivalent library experience is preferred.

### **LICENSING AND CERTIFICATION**

N/A

### **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

N/A

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- a. for communicating with others, talking is required;
- b. for receiving information and instructions from others, hearing is required; and
- c. for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus.
- d. Possible exposure to photocopier fumes, inks and adhesives while performing work.

Applicants and current employees who become disabled, must be able to perform the essential job functions either unaided or with assistance of a reasonable accommodation to be determined on a case by case basis.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must occasionally lift, carry, and move up to 25 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approximately 90% of the work is performed inside in the library on a computer. The employee will be expected to travel to various local, state and regional meeting and conferences.

### **WORK SCHEDULE**

- a. The Librarian/Assistant Director is a full-time position and will be paid according to the Town of Sunapee Labor Grade 10.

- b. Total work week hours for which the Librarian/Assistant Director shall be paid are determined by the Board of Trustees and administered by the Library Director.
- c. The Library shall observe the holidays identified in the Town of Sunapee Employee Handbook.
- d. Vacations shall be taken by the Librarian/Assistant Director only with the pre-approval of the Library Director.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

10/01/04

Revised 5/5/09 JSW

Revised 3/12/13 MBD

Revised 10/12/16 MBD

Revised 2/23/17 MSA

Revised 0/00/22 MSA

Approved by Board of Trustees on: 00 March, 2022

Approved by Town of Sunapee Selectboard on: 00 March, 2022



**TOWN OF SUNAPEE**  
**Volunteer Interest Form**  
**For Town Committees, Boards, and Commission**

Name: Johanson Susan Date: Feb 19, 2022  
(Last) (First)

Sunapee Registered Voter: ( ) Yes ( ) No

Mailing Address:

Street Address (if different):

P.O. Box 302  
Sunapee, NH 03782

56 Apple Hill Rd  
Sunapee, NH 03782

Lived in Sunapee Since: Dec 2020 Home Phone: 740-591-1715 Work Phone: —

E-mail: johanson.susan@gmail.com Fax: —

1. Please indicate the Board/Commission/Committee you would like to serve on in order of preference.  
(1-First Choice, 2-Second choice, etc.)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Abbott Library Trustee | <input type="checkbox"/> Advisory Budget Committee          |
| <input type="checkbox"/> Capital Improvement Committee     | <input type="checkbox"/> Conservation Commission            |
| <input type="checkbox"/> Crowther Chapel Committee         | <input type="checkbox"/> Fireward                           |
| <input type="checkbox"/> Planning Board Alternate          | <input type="checkbox"/> Recreation Committee               |
| <input type="checkbox"/> Thrift Shop                       | <input type="checkbox"/> Upper Valley Lake Sunapee Regional |
| <input type="checkbox"/> Zoning Board Alternate            | <input type="checkbox"/> Highway Safety Committee           |
| <input type="checkbox"/> Energy Committee                  |   |

2. For consideration:

- a. Occupation: School Psychologist - Retired b. Employer: —
- c. Length of current employment: Retired d. Education: Masters Degree
- e. Relevant Experience: Employed in education for 25 years
- f. Do you feel there may be any *conflict of interest* with your personal beliefs, occupation, or employer if appointed to serve on any of the above boards, commissions, or committees? ☐ Yes ☒ No
- g. Volunteer Time Available 4 hours per week (daytime) 2 hours per week (evenings)  
2 hours per week (weekends)
- h. Did you previously serve on any Municipal or School District Board/Committee/Commission? ☐ Yes ☒ No

i. If yes, please indicate Town/Position: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

j. Are you willing to serve as an Alternate? ☒ Yes \_\_\_ No

k. Are you willing to serve on a Sub-Committee? ☒ Yes \_\_\_ No

3. Why do you want to serve on this board/committee? We moved to Sunapee 14 months ago. Going to the library was one of the first ways I felt connected. I would like to contribute and support the library by being a trustee.
4. What attributes and/or qualifications can you bring to the Board/Committee/Commission? I have served on and held leadership positions on boards in other communities where I have lived. I am an organized individual who can collaborate and problem solve.
5. Your reasons for wanting this/these appointments /appointments are: I have enjoyed and benefited from libraries my entire life. Libraries are an important part of any community. Being a trustee would give me an opportunity to promote and support the Sunapee Library.
6. Additional Comments: Since we moved to Sunapee 14 months ago we have been welcomed and supported and I already feel a part of the town. I'd like to give something back for all we have received. Thank you for your consideration.

A. N. Ju  
(Signature)

Feb 19, 2022  
(Date)

Please send completed application form and resume, if available, to the Town Manager's Office, 23 Edgemont Road, Sunapee, NH 03782 (telephone 603-763-2212, fax 603-763-4925)

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