

**Minutes of the Abbott Library Trustees' Meeting
Abbott Library, Sunapee, NH
March 18, 2021**

In attendance via ZOOM were Trustees: Carol Brudnicki, Chair, Jane Frawley, Vice Chair (left at 6:12 pm), Susi Churchill, Treasurer, Betsy Bowen, and Suzanne Tether.

Alternates attending via ZOOM: Michael Parker and Jim Harrison.

Newly elected Trustee attending via ZOOM: Nancy Berger.

Library Director attending Via ZOOM: Mindy Atwood

Others attending via ZOOM: Tim Eliassen, Abbott Library Foundation representative, and Alyson Sharp, Friends of Abbott Library representative.

Because Nancy and Jim are not yet sworn in as Trustees, Michael served in his alternate capacity for Jim, and Jim served for Nancy.

I. Chair's Remarks

The meeting was called to order by Carol Brudnicki at 5:00 pm, Thursday, March 18, 2021.

Carol began the meeting by reading "A Checklist To Ensure Meetings Are Compliant With Right-To-Know Law During The State of Emergency", confirming that the Trustees are:

- a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means,
- b) Providing public notice of the necessary information for accessing the meeting,
- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access,
- d) Adjourning the meeting if the public is unable to access the meeting.

It was also noted that all votes taken during this meeting shall be done by roll call vote.

Carol welcomed newly elected Trustees Nancy Berger and Jim Harrison to the Board. The Trustees are very pleased to have them join the Board. The Chair also thanked outgoing Trustees Peg Lesiak and Scott Rapoport for their service and support.

II. Election of Officers

Election of the Chair: Betsy nominated Carol Brudnicki to be the Chair of the Board of Trustees. This was seconded by Jane. Carol accepted the nomination.

Election of the Vice Chair: Carol nominated Jane Frawley to be the Vice Chair of the Board of Trustees. This was seconded by Betsy. Jane accepted the nomination.

Election of the Treasurer: Jane nominated Susi Churchill to be the Treasurer of the Board of Trustees. This was seconded by Betsy. Susi accepted the nomination.

Election of the Secretary: Carol nominated Suzanne Tether to be the Secretary of the Board of Trustees. This was seconded by Jane. Suzanne accepted the nomination.

Betsy proposed the nominated slate of officers as so named, with a second by Susi.

The election of officers was unanimously passed by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Michael Parker – yes; Suzanne Tether – yes.

III. Approval of Minutes

Betsy moved to approve the minutes of the February 18, 2021 meeting as written. Jane seconded the motion. The minutes were approved unanimously by roll call vote. Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Betsy Bowen – yes; Michael Parker – yes; Jim Harrison – yes; Suzanne Tether – yes.

Carol moved to approve the minutes of the March 11, 2021 meeting as written. Susi seconded the motion. The minutes were passed unanimously by roll call vote. Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Michael Parker – yes; Jim Harrison – yes; Suzanne Tether – yes. Betsy abstained as she did not attend the March 11 meeting.

IV. Treasurer's Report

A. Review of Financials

Susi reported that the bank accounts have all been reconciled. The town funding is current. Lynne Wiggins has all the bills for reimbursement which Mindy will pay, to be reimbursed by the Town at a future date. To date there is still an outstanding payment issue for the power failure.

The Board of Trustee officers need to submit signature forms to both Bar Harbor Bank and Trust and the Sugar River Bank to update the Signature Cards.

A discussion of the current Certificate of Deposit investment of Martha Abbott funds resulted in Jim making a motion to inquire at the Sugar River Bank to reinvest those funds for two years at 0.4 percent interest. Betsy seconded the motion. The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Betsy Bowen – yes; Michael Parker – yes; Jim Harrison – yes; Suzanne Tether – yes.

There were no donations received in the last month.

Review/Approve Bill Manifest

Jane made a motion, seconded by Betsy, to accept the February Manifest of Bills. The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Michael Parker – yes; Suzanne Tether – yes.

V. Director's Report – Mindy Atwood
Mindy highlighted her written report:

The library was without heat from the evening of March 11 to the evening of March 12. Craig Heino drove to South Boston to pick up the part which was unavailable locally. Mindy thanks the Sunapee school district for loaning space heaters as an interim solution.

Joni Cushman has resigned her position as Youth Services Librarian. Her last day in the Library is March 18.

Mindy led a discussion on how the Abbott Library will move forward as New Hampshire experiences broader opening of retail establishments. This New Hampshire policy determines much of the Library's procedure for operating. Additionally, the library is now open on Fridays, and the outside book drop is in service.

In response to a patron request, the Board conducted a lengthy discussion in regard to a face mask policy exception. The Board decided there will be no change in the policy. However, the staff will offer selection and curbside services to accommodate the patron.

VI. Chair's Report – Carol Brudnicki

Trustees were asked to help staff on Saturdays by serving as patron greeters at the welcome desk. A schedule of three hour morning and afternoon shifts will be arranged. Please email Carol with availability.

Future meeting situations such as in person, outdoors, and timing changes were discussed. The conversation will continue at a subsequent meeting. The Policy Committee will review standing policies and work on additional policies. Jim Harrison, Barbara Fitzgerald and Nancy Berger will work on that process.

Carol expressed her thanks to ESC collaborators Rebecca Hutchinson and John Woodard for their roles in guiding the Board through the March 11, 2021, Strategic Planning Process. Carol and former Trustee Peg Lesiak, in conjunction with Trustees, Staff and the public, will continue to work on carrying out the Strategic Plan recommendations.

VII. Reports from the Abbott Library Foundation and Friends of Abbott Library

Both Tim Eliassen and Alyson Stark reported that Community support continues for the Library. Donations to the respective organizations remain consistent or even a little more generous than in previous years. Carol thanked Alyson and Tim for the loyal assistance from their respective organizations.

At this time plans are on hold for both the Book Sale and Pancake Breakfast.

VIII. New Hampshire Library Association Spring Workshops

A workshop for new Library Trustees will be held on Saturday, April 24 with a

repeat on Monday, June 4. The April workshop registration deadline is April 17. Contact Mindy for further registration information. In addition, the NHLTA will host a virtual annual conference on May 12 and 13.

XI. Old Business/Other Business

X. Public Comment

XI. Adjournment

Betsy's motion to adjourn the meeting was seconded by Jim.

The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Susi Churchill – yes; Betsy Bowen – yes; Michael Parker – yes; Jim Harrison – yes; Suzanne Tether – yes.

The meeting was adjourned at 6:42 pm.

Respectfully submitted,
Suzanne Tether
Secretary
March 18, 2021

Calendar

April 22, 2021 Thursday – Trustee Meeting 5 pm via ZOOM
April 24, 2021 Saturday – NHLTA Workshop for new Trustees, via ZOOM
May 12 and 13 Wednesday and Thursday, NHLTA Annual Conference Via ZOOM
May 20 Thursday – Trustee Meeting 5 pm
June 4 Saturday – NHLTA repeat workshop for New Trustees, via ZOOM
June 24 Thursday, Trustee Meeting 5 pm
July No Trustees meeting