

Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
November 19, 2020

In attendance were Trustees: Carol Brudnicki, Chair, Jane Frawley, Vice Chair, Susi Churchill, Treasurer, Peg Lesiak, Secretary, Scott Rapoport, Suzanne Tether and Betsy Bowen.

Alternates: Jon Reed

Library Director: Mindy Atwood

Others: Tim Eliassen, Alyson Stark, Jen Correa, Jim Harrison, Michael Parker, Joe Shaw

I. Chair's Remarks

The meeting was called to order by Carol Brudnicki at 5:00 pm, Thursday, November 19, 2020.

Carol began the meeting by reading "A Checklist to Ensure Meetings Are Compliant with The 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 that are taken during this meeting shall be done by roll call vote.

II. Strategic Planning – Progress Report

Peg provided an overview of the work done to date on the three-year strategic plan, including how the goals were developed and prioritized. She stated that while work continues on the articulation of timeframes and measures of success for each goal, the committee wanted to share the goals and action steps drafted to date with this group. Peg walked the attendees through the five goals and shared the committee's perspective of this plan as a living, working document that will guide the Trustees going forward, recognizing that as things change in our environment, and as we learn more with each action, the plan may need adjusting as appropriate.

A number of comments and reactions were shared by the participants, which the committee found very helpful and will discuss at their next meeting on Dec. 2, 2020. In addition, attendees were encouraged to send any additional thoughts, comments, reactions, etc., to Peg (marples1701@gmail.com) or Carol (carol@brudnicki.com) by November 30th.

As a variety of people will ultimately need to become involved in implementing the action steps for each goal, Peg encouraged any attendees who have a particular interest or passion in a specific goal to let the committee know. The committee will be reaching out to Trustees, Friends and Foundation members for their involvement in implementing the plan going forward.

The committee expects to complete the work on the plan in December. Our partners, Empower Success Corp (ESC), will produce a final report that will be posted on the library's website. The report will include a brief history of the library, background on the strategic plan process, the work done in each Phase of this project, the over-arching goals for the library and an appendix with the interview questions, the survey results, and the presentation given at the September sessions.

III. Approval of Minutes

Susi moved to approve the minutes of the Abbott Library Trustee's Meeting of Thursday, October 15, 2020, as submitted. The motion was seconded by Suzanne. The motion passed unanimously

by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rappeport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.

IV. Treasurer's Report

A. Review of Financials

- Susi reported that the bank accounts have all been reconciled. The town funding is current.
- The town received the insurance reimbursement from Primex for the expenses incurred for the power and generator failure earlier this year. The library should receive funds from the town once a few questions are clarified. Mindy and Heather are looking into this.
- Mindy shared that while the bottom line of the 2020 budget will come in on target, the individual line items, even with reimbursed expenses in the COVID-19 environment, may not come in as originally planned.

B. Review/Approve Bill Manifest

Jane made a motion seconded by Betsy to accept the October 2020 Manifest of Bills. The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rappeport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.

C. 2021 Budget

- Mindy indicated that the library has not yet received the final payroll numbers for the 2021 budget, partly due to not having hired the Library Aide III position yet. Mindy stated that the 2021 budget will be ready to be reviewed and approved at the December Trustee meeting.

V. Director's Report - Mindy Atwood

Mindy highlighted her written report:

- **Planning and Development**

- Mindy participated in several Strategic Planning Committee meetings.
- Primex, the Town of Sunapee's insurance carrier, published a document with a very helpful grid about making decisions in the case of exposure to COVID-19. Mindy recommended that the grid replace the flowcharts in the library's COVID-19 Pandemic Policy. There are no sweeping changes to the times for quarantine or isolation; this is simply a more concise format that follows state-wide practices. Mindy attached the suggested edits for the Trustee's review. If approved, the updated Abbott Library Pandemic Policy, which is on the library's website, will credit Primex for the grid.

Jane made a motion, seconded by Carol, to approve replacing the flowcharts and algorithms in the Abbott Library COVID-19 Pandemic Policy with the grid from Primex. The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rappeport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.

- **Financial Management**

- The library's GOFERR claims submitted to the Town of Sunapee Finance Director are current. To date, the library has not received reimbursements for the GOFERR expenses incurred from September 15 to October 15.
- Mindy participated in the all-day Town Manager's presentation of the Town of Sunapee's 2021 budget to the Advisory Budget Committee.

- **Staff Management and Development**
 - The process of hiring the Library Aide III position continues. Mindy will have more information to share at the December Trustee meeting.
 - Mindy shared that she has been elected to the position of New Hampshire Library Association secretary. The position is a one-year appointment.
- **Buildings and Grounds Management**
 - The library has been open Mondays 9am - 3pm, Tuesdays 1-7pm and Saturdays 9am – 3pm. The staff has taken on the responsibility of the second required shift of cleaning high contact surfaces.
 - ARC installed two ionizers in the air intake vent and the filters have been upgraded from MERV-8 to MERV-13. Air exchange is programmed to occur when the building is empty the two hours before it is opened to the public. Windows are also being opened to increase fresh air intake.
- **Program Management**
 - The online story hour continues to be well-attended. The book and film discussions also continue monthly.
 - On Thursday, November 12, Mindy facilitated the online program “A Community Conversation – Public Health in the time of COVID-19”. The panel included Chief Cahill from the Sunapee Police Department, Chief Galloway from the Sunapee Fire Department, Howard Sargent, the Town of Sunapee Emergency Director, Dr. Dufty, Chief Medical Officer at New London Hospital, Shawn Reilly, Director of EMS at New London Hospital, and Superintendent Holden of the Sunapee School District. There were 47 attendees! Mindy and the Trustees expressed their gratitude to those individuals who participated on this panel.
 - There will be a virtual flower arrangement workshop on Monday, November 23. This event is being sponsored by the Friends of the Abbott Library.
 - The library is partnering with Project Sunapee to coordinate a “Drive by Santa” event in early December. The Friends are generously providing a book and a craft project, along with other “goodies”, to each child.
- **Collection Development**
 - Circulation statistics were provided by Mindy. The library has started to keep track of the number of live chats being conducted each month.
- **Community Outreach**
 - Caitlin Clapp and Mindy met with Dr. Huston, the principal at Sunapee Central Elementary School and Mr. Moynihan, the principal at the Sunapee Middle High School, to discuss ways that the library can support the schools. It was explained that pre-COVID-19, the library partnered with the schools to bring people into the library, and now new and creative ways are needed to bring the library to people. A number of creative ideas emerged from the conversations to keep the library in front of the students. It was shared that the Friends and the library are also looking into a number of ideas for adult programs.
 - Mindy presented at the Friends of the Abbott Library Annual Meeting on October 22 at 6:30pm via Zoom.
 - At the request of the Abbott Library Foundation, Mindy contributed an update letter to their annual newsletter mailing.
 - Mindy is in the process of pricing a postal patron mailer, to be sent out before the end of 2020. The mailer would include information about the library’s digital resources, encouragement to sign up for the newsletter and reminders about the library’s website

and social media accounts. Also included would be an Abbott Library sticker, an example of which was shared by Mindy.

- **State of NH Libraries in the time of COVID-19**

- Mindy continues to attend the New Hampshire library directors' calls, which have returned to a weekly schedule.
- There was an article in the Valley News about public libraries re-opening. Aside from incorrectly citing the number of hours Abbott Library is open, Mindy believes it was a good article that helps to get the word out about the challenges public libraries are facing. Mindy attached the text and link to the article.
- Mindy shared the Governor's announcement today of a mask mandate for the State of New Hampshire. She also indicated that Newbury is rolling back to curbside service, possibly until mid-January, and she had reached out to New London to find out if they were changing anything in regard to their hours, services, etc. Mindy stated that she has discussed this with the staff, and will continue to check in with them, but as of right now, she will not be changing any hours. It is possible that a decision to reduce hours could occur in the future.

VI. Chair's Report

- It is with great sadness that Carol noted the passing of former Trustee Jim Currier. Not only was Jim a valuable Trustee, he also designed and created the Abbott Library's circulation desk and podium. Jim was a fabulous friend and supporter of the library who will be greatly missed.
- Carol shared that Sharon Palmer submitted her resignation as an Alternate Trustee due to family commitments. Carol, and the Trustees, thank Sharon for her six years of service. She will also be missed.
- Applications for the two vacant Trustee Alternate positions have been received from Michael Parker and Jim Harrison. The applications were provided to the Trustees for their review and to determine the recommendation to the Selectmen. Both Jim and Michael were in attendance at this meeting and shared their backgrounds and interests in the work of the library.

Scott made a motion, seconded by Jane, to recommend Jim Harrison and Michael Parker to the Board of Selectman for the two Abbott Library Board of Trustees Alternate roles. The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rappeport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.

- As was mentioned earlier, the Strategic Planning Committee continues to work with ESC on creating the three-year plan. Abbott Library staff, members of the Friends of the Abbott Library and members of the Abbott Library's Foundation were invited to this meeting to get an update on the progress to date. In advance of this meeting, Carol provided invitees the ESC Phase I Summary Report (which had been provided prior to the Planning Orientation and Workshop in September) and the draft Strategic Plan worksheet.
- Carol attended the Town of Sunapee's budget meeting on Friday, November 6th. Per Carol, Mindy did an excellent job presenting the library's budget. There were very few questions. John Augustine noted the value the Friends and the Foundation contribute to the financial support of the library's various programs and facilities.

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

A. Abbott Library Foundation

Tim Eliassen reported that the Foundation is solvent and that their fundraising newsletter is expected to go out in a couple of weeks. He indicated there are now three members in the Foundation and that the Foundation is in “limbo”, as there are no requests or projects at this point in time. Tim stated they are waiting to see the outcome of the Abbott Library strategic plan and where the Foundation will fit in.

B. Friends of the Abbott Library

Alyson Stark reported that the Friends continue to support the library, refocusing some things due to the COVID-19 environment. She shared that more online programming has been occurring, and that the Friends had funded the parking lot tent rental, which was greatly appreciated! At the Friends annual meeting, it was discussed that more virtual classes (such as cooking, kindness bingo, author talks, etc.) will be offered.

Alyson also shared that the Friends have moved to Greenlight for their fundraising system, and indicated that this system is very useful, streamlined, low cost and user-friendly. Tim Eliassen shared that the Foundation also had positive experience with this system.

Ann Nilsen had been administering the donor database and has recently turned this over to the very capable hands of Jan Harrison. Mindy publicly recognized all the work Ann has done administering the Friends’ database, thanking her for her outstanding service over the years.

VIII. Old Business/Other Business

- Annual staff recognition – Jane and Suzanne will take the lead in working on this. Mindy indicated that the staff appreciated last year’s baskets with local products and it was agreed that approach would be followed this year. Trustees were encouraged to contribute homemade goods and/or monetary donations towards the purchase of items for the baskets. Monetary donations can be put in Jane’s trustee mailbox or via Venmo.
- Director’s review – Suzanne, Jane and Jon have communicated on this work. Jon will put the staff survey online. Jane indicated that survey questions will probably be similar to last year; however, the COVID-19 environment will be taken into consideration. Jane and the committee will finalize the questions and get the survey distributed in early January. Mindy will provide her annual report of accomplishments to Carol by the beginning of January.
- The next Trustee meeting is scheduled for December 17th at 5:00pm, via Zoom. Mindy will open the Zoom meeting at 4:45pm so the meeting can begin promptly at 5:00pm.

IX. Public Comment

None.

X. Adjournment

Susi made a motion to adjourn, seconded by Suzanne. The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rapoport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.

The meeting was adjourned at 6:26 pm.

Respectfully Submitted
Peg Lesiak, Secretary
November 22, 2020