

Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
November 21, 2019

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

Alternates: Jon Reed, Suzanne Tether

Library Director: Mindy Atwood

Others: Alyson Stark, Jerry Karr, Lily Cicoria, Justin Levesque

I. Chair's Remarks

The meeting was called to order by Chair Carol Brudnicki at 5:31 pm, Thursday, November 21, 2019. Carol indicated Jon Reed would be sitting in for Jim Currier. Jim Currier has an excused absence.

II. Public Statements

Alyson Stark, who is the Treasurer for the Friends of the Abbott Library and a great library volunteer, spoke about her experiences coming to the library for seven years. She immediately stated how much she loves the book club that Justin leads, indicating that she has been introduced to books that she would never have picked up on her own. Alyson added that her husband attends the Movie Club, and he greatly enjoys it. His favorite part is meeting people with different views and the discussions that ensue. Their daughter, who is ten years old, really enjoyed the movie and pizza night with all of her friends, and she enjoys the after school programming, having participated in the Lego robotics program. Alyson believes the programming is wonderful at the library.

Lily Cicoria participated in the GaLS program. While she didn't know the other participants before the program, she stated the girls were supportive and kind. She enjoyed learning "really important lessons" for young girls and stated that she thinks it's cool how the group is staying together. For example, the group did community service for the library, prepping crafts for the after school program in December.

Jerry Karr indicated he has been a library patron for many years, after having moved to Sunapee in 1992. Jerry had been on the Board in the past and had worked on the creation of the new library. He stated he uses the library at least three times a week. He spoke very positively about the environment created in the library and how much he appreciates the staff. He thinks the programs are wonderful (ex., bike repair workshop, computer security topics, etc.). Jerry uses the DVDs and stated how incredibly responsive Justin and all the staff are to ideas. He was positive about the materials and how relevant, popular and current these are, whether the materials are in the library or obtained via the interlibrary loan program. Jerry participates in the Book Club, and he complimented Justin on the amount of effort he puts into this program, stating Justin is "exceptional and very much appreciated"! Jerry concluded by saying he couldn't be more positive on the library.

When asked for suggestions on ways to improve, the group cited the following:

---consider MP3 vs. discs in order to save shelf space (1-2 discs vs. 18)

---find more ways to get the word out about programs. Have better communication on what is being offered

---Technology – consider blue-ray DVDs, although not sure how many people have the technology to use it. Also mentioned was the less-than-friendly interface on the Consumer Reports search function (Mindy shared information on why this is)

III. Approval of Minutes

Jon moved to approve the minutes of the Abbott Library Trustee's Meeting of Thursday, October 18, 2019, as amended. The motion was seconded by Susi. The motion passed unanimously.

Jon moved to approve the minutes of the Abbott Library Trustee's Meeting of Monday, November 4, 2019, as submitted. The motion was seconded by Susi. The motion passed unanimously.

IV. Treasurer's Report

A. Review of Financials

Susi reported that the bank accounts have all been reconciled. The town funding is current.

Susi shared that the town auditor only audits the town's finances, not all of the library finances. As a result, the auditor may have questions related to our operations funding and payroll, but only from the town's standpoint. The Library is too small to request an audit as it would be cost-prohibitive. This reinforces how important the need for a system of checks and balances is, which the Library has in place.

Mindy, Susi and Heather Onstott met to discuss the \$6200 donation that was made on January 8, 2018, that landed erroneously in the Operating Account. Mindy provided the Trustees with a draft letter from Heather that outlines the facts relating to the transfer of the \$6200 donation from the Operating Account to the Donations account. Based on these facts and the well-researched and documented steps taken, it was determined that the 2018 financial accounts should be left closed and unchanged.

Carol made a motion, seconded by Jane, that the July 10, 2019 memo written by Heather Onstott regarding General Journal Entry #159 is placed in the 2019 accounting files. The motion passed unanimously.

B. Review/Approve Bill Manifest

Jane made a motion seconded by Scott to accept the October 2019 Manifest of Bills. The motion passed unanimously.

C. 2020 Budget

Mindy provided the final 2020 salary and benefit numbers for three full-time employees after March 17, 2020, with the cost of the family insurance plan, as was discussed and approved by the Trustees at the November 4, 2019 Trustee meeting. Including part-time wages and taxes, the total expense is \$325,478.85. Carol is working with Lynne Wiggins to get the exact numbers to be included in the warrant article.

V. Director's Report - Mindy Atwood

Mindy highlighted her written report:

A. Staffing

Mindy posted internally for a library substitute (with no scheduled hours). She has also posted the Library Aide III position on the NELA job site, the NH State library job blog and the Vermont library job blog. Three resumes have been submitted so far.

B. Board of Trustees Openings

On the March 2020 ballot, there will be three openings on the Abbott Library Board of Trustees (two for three year terms, one for a two year term). Mindy met with two members of the Friends of the Abbott Library board to brainstorm names of people who could be contacted about the upcoming openings on the Board of Trustees. It was agreed Mindy will reach out to the Foundation as well for ideas. Mindy will compile a list and bring this back to

the Trustees, who will determine the best way to do a personal reach-out to the possible candidates. These openings will continue to be posted on the library website and in the newsletter.

C. Information Technology

Precision Software recently successfully tested both the back-up and restore process for the library's server.

The wireless access point is now three years old. Given the degradation that occurs over time with this kind of equipment and the increased wireless use by Library patrons, Mindy recommended the library replace the current Wi-Fi access point. The total cost would be \$2,008. Mindy would like to pay for this with the funds that remain in the operating accounts at year-end. If supplemental funding from Trust and Fines, or Donations, is needed, Mindy will present that for the Board's consideration at the December meeting.

D. Youth Programming

After school programming will run for three weeks in December. Some family programming will also be offered over the school's winter break.

The library has also started a middle school Dungeons and Dragons club that meets Friday afternoons at the library!

E. Incidents Reports

Over the past three months, the library has had a number of patron incidents involving minors. Mindy reminded the Board that as a public library, staff does not act *in loco parentis* as the school district does. Due to the strong relationship between the library and the school district administration, the school has been an excellent resource to the library for a number of these episodes.

Mindy reminded the staff of the various resources available should they believe a situation warrants additional help. She also asked the staff to read information about NH law which mandates that any person who has reason to suspect that a person is being abused or neglected must make a report to BEAS or DCYF respectively.

Moving forward, Terra Greer, Director of Student Services, suggested the library partner with the school district for staff training around youth and mental health issues. Mindy will pursue those opportunities. In addition, Cindy Lamontagne, the Adjustment Counselor for SAU #85, shared some excellent on-line resources that Mindy will review and likely incorporate into a staff meeting day.

F. Report from McLane Middleton

Bob Wells confirmed that by RSA 202-A:2, the Abbott Library meets the definition of a Public Library and as such, the town shall "annually raise and appropriate a sum of money sufficient to provide and maintain adequate public library service." There is no case law defining what it means to provide adequate public library service.

With regard to the Town of Sunapee's stance on charging the Abbott Library for maintenance provided by the town, Attorney Wells mentioned that other towns and public libraries have negotiated a Memorandum of Understanding (MOU). A MOU can contain any guidelines both parties agree to.

If that is a step to be taken, Mindy recommended an increase to the Contract Services line 62140 in the 2020 Operating Budget because the MOU would be negotiated in 2020, in anticipation of the change in the 2021 budget.

Terri made a motion to increase the Contract Services line 62140 to \$7,000.00 in the 2020 Operating budget. Scott seconded the motion. The motion passed.

A subcommittee of Carol, Scott, Susi and Mindy was formed to delve further into this topic.

VI. Report from the Abbott Library Foundation

Carol shared that the Abbott Library 5 year anniversary celebration on November 15th was a huge success. She thanked the Abbott Library Foundation for organizing and sponsoring the event. Nancy Farwell did an excellent job on the slide show and the youth servers were excellent.

Mindy spoke with Jay Aubertin, the artist creating the new parking lot stair railings, who stated he hopes to have the railings in place during the first week of December!

VII. Report from the Friends of the Abbott Library

No report at this meeting.

VIII. Chair's Report

1. Carol thanked everyone for attending the November 4, 2019 public hearing and meeting. The gift from the Abbott Library Foundation for the stair railings in the parking lot was approved and all are looking forward to seeing this improvement.
2. The Sunapee Town budget meeting was held on November 7th. Carol encouraged all Trustees to watch the session, especially the Abbott Library Operational budget discussion (hour 5:17.35) and the warrant article discussion for a full time Library Aide III position (hour 6:54.30). This can be found on the Town of Sunapee website, click on meeting videos, Nov. Town Budget Session and scroll to the appropriate time.

A discussion ensued regarding how best to advocate for the warrant article. A number of suggestions were made, including developing talking points for all the Trustees to have. This will be discussed at the next meeting.

3. Carol checked in on the status of the Library Director's evaluation survey. Jane will be calling a meeting of the subcommittee to get this started. Jon Reed will join this subcommittee.
4. It was agreed by all the Trustees to continue with staff gifts for the holiday season. Jane and Sharon Palmer will partner again on this effort.
5. Carol and all the Trustees thanked Terri White for her many years as an Abbott Library Trustee, as this was Terri's last meeting. Terri has been a dedicated Library advocate, leader and guide.

IX. Primex – Library Insurance and Bonding – Terri White

Terri spoke with the Primex representative in regard to the insurance coverage the Library and the Trustees have. She asked him to summarize their discussion outlining the coverage. When Terri receives this, she will send it to Carol. Terri indicated that the Library Trustees are not bonded as they are not required to be bonded by the Department of Revenue Administration. There is, however, crime coverage under the Primex policy, which would include the Trustees. It was suggested that the by-laws may need to be amended to reflect this.

X. Storage Shed – Scott Rappeport and Jane Frawley

Jane spoke with the original building architect, Peter Tennant, in regard to the storage shed topic. Peter sent a rendering for a shed that had been done in February 2018. It showed a shed designed to match the style of the library. While this was a beautiful design, the size and the potential cost

of completing this design was of concern to some of the Trustees. It was suggested that getting input from a general contractor on this topic would be helpful, and that is being pursued. In addition, other options were discussed and will be explored. Scott will speak with the Planning & Zoning assistant to get more information in regard to site requirements, process, etc.

XI. Task List and Strategic Planning – Peg Lesiak

1. Task List – The Task List Committee met on November 4 to review the current list, evaluate tasks that had been added, discuss tasks that have not yet been started to determine next steps, and to discuss the timing for brainstorming new ideas. Peg reviewed the work with the Trustees.
2. Strategic Planning – Carol, Mindy and Peg met on Oct. 30th to review the proposal that Empower Success Corp. (ESC) had submitted along with their responses to questions Terri had sent to them after the Committee's Sept. meeting. The Committee had a number of questions in regard to refreshing the data collected from three years ago, the cost, the timeline, etc. It was decided that a meeting with the point person from ESC was needed, and this meeting is scheduled for Nov. 25th.

In addition, Peg reached out to the Library Director at Cook Memorial Library in Tamworth, as they had recently completed their strategic plan and Tamworth appears similar to Sunapee in many ways. Peg shared the key points from this discussion.

XII. Old Business/Other Business

Library Director annual evaluation – Mindy asked if it would be helpful to again this year compile her accomplishments for the year. The Trustees agreed this would be helpful and Mindy will provide this by the December Trustee meeting.

December Trustee meeting – Due to the number of Trustees unable to attend the scheduled December Trustee meeting, the meeting date and time was changed to Monday, December 23, at 9:00am.

XIII. Public Comment

None.

XIV. Adjournment

Scott made a motion to adjourn, seconded by Jon. This was unanimously passed.

The meeting was adjourned at 7:57 pm.

Respectfully Submitted
Peg Lesiak, Secretary
November 24, 2019