

Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
September 17, 2020

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

Alternates: Sharon Palmer

Library Director: Mindy Atwood

Others: John Augustine

I. Chair's Remarks

The meeting was called to order by Carol Brudnicki at 5:03pm, Thursday, September 17, 2020. Carol indicated Sharon Palmer would be sitting in for Betsy Bowen (Betsy arrived at 5:10pm).

As the meeting was held under the tent in the Library's upper parking lot, the Trustees agreed that masks could be removed as long as attendees maintained 6 ft. of social distance.

II. Approval of Minutes

Susi moved to approve the minutes of the Abbott Library Trustee's Meeting of Thursday, August 20, 2020, as amended. The motion was seconded by Suzanne. The motion passed unanimously.

Suzanne moved to approve the minutes of the Abbott Library Strategic Planning Orientation Session of Wednesday, September 9, 2020, as amended. The motion was seconded by Jane. The motion passed unanimously.

Susi moved to approve the minutes of the Abbott Library Strategic Planning Workshop Session of Thursday, September 10, 2020, as amended. The motion was seconded by Carol. The motion passed unanimously.

III. Treasurer's Report

A. Review of Financials

- Susi reported that the bank accounts have all been reconciled. The town funding is current.
- Both CD's have been added to the Donation Account Balance Sheet. The interest of \$9596.57, earned from the original 18-month CD, was deposited into the donation account. The Financial Income and Expense statement shows the account breakdown.
- As of August 31st, the library has \$9247.19 in COVID-related expenses. The town has received the funds from the state but the library has not yet been reimbursed. Mindy plans to contact Lynne Wiggins, the Town Finance Director, as to when the library can expect the reimbursement funds.

B. Review/Approve Bill Manifest

Jane made a motion seconded by Betsy to accept the August 2020 Manifest of Bills. The motion passed unanimously.

IV. Director's Report - Mindy Atwood

Mindy highlighted her written report:

• Community Outreach

- A brief letter from the Abbott Library was included in the Mount Royal Academy headmaster's newsletter. The letter included a welcome back to the school year, information about our new procedures and a reminder that students of Mount Royal Academy are eligible to have a card at the library, regardless of where they live.

- Throughout the COVID-19 pandemic, library directors have been encouraged to communicate with their members of the US Senate and House of Representatives. Mindy provided a letter from Rep. Annie Kuster for the Trustees' information.
- **Buildings and Grounds Management**
 - The library continues to have problems with the front door closing consistently. Craig continues to work on solving this issue.
 - An insurance claim for the generator incident has been filed and it is possible Primex will also cover the propane expense that was incurred immediately after the incident.
 - On a NH Emergency Operations Center call the week of August 31, the question was asked if the guideline from the Governor's office to clean high touch surfaces every two hours remains in effect. The answer was "yes".
 - To date, NAMI Family-to-Family, the Girl Scouts, the US Census, the Sunapee Gardeners, the Lion's Club and the Library Trustees have used the tent in the parking lot. The Friends plan to leave the tent up until the end of the month and will then evaluate the long-range weather forecast to determine whether or not to take it down.
- **Financial Management**
 - Mindy conducted a review of the COVID-19 expenses and indicated the library is current on submissions for reimbursement. The last date to incur costs eligible for GOFERR reimbursement remains October 15, 2020. As mentioned above, the library has not yet received any reimbursement check from the Town of Sunapee.
 - Cleaning costs from October 16 to December 31 will have to be covered by the library's operating budget. Mindy has reviewed the current year-to-date expenditures and has indicated the library will be able to pay for the same amount of contractor cleaning as is currently being done with funds in the 2020 operating budget.
 - A second draft of the 2021 budget was provided for discussion at this meeting.
 - The library has received a number of donations in memory of Tony Bergeron. Donors have been sent an acknowledgement letter from the library and Muriel Bergeron has been notified of the names of all the donors.
- **Planning and Development**
 - Mindy participated in multiple Strategic Planning Committee meetings.
- **Program Management**
 - The Summer Reading Program reports a total of 47 participants. 29 participants attended at least one on-line event and a total of 77 bingo cards were returned to the library for prizes. This program provided a valuable service to families in the community and it appears it was greatly appreciated!
 - A total of 14 students participated in the new Summer Book Club! Special thanks to Joanne Skarin, Lesley Scheele, Danielle King, Heidi Doyle and Dr. Huston for supporting this new venture.
 - The Wi-Fi hotspot has already circulated twice and there are two patrons waiting for it.
 - Attendance at book group discussion and film discussion remains steady.
 - The library has begun to offer live on-line story time on Fridays at 4PM. Families can come to the library and get the craft ahead of time or simply join via Zoom to hear the stories.
 - The library is inviting the community to build fairy houses in the library gardens. Families who indicate they have built a house will receive a prize for participation.

- **Professional Development**
 - Mindy continues to attend the New Hampshire Emergency Operations Center calls, that now take place on Wednesdays at noon, as well as the New Hampshire State Library (NHSL) Directors' call once a month on Thursdays at 10AM.
 - The New England Library Association's Annual Fall Conference was moved to an on-line platform and made available free of charge. Mindy asked the Friends' Board if they would be willing to reallocate the money previously approved for the conference to on-line classes for the staff. The Friends approved this request and both Justin and Joni will be attending on-line classes that are being offered by the University of Wisconsin-Madison. Justin is taking "Public and Community Library Services" and Joni is taking "Youth Services 101". Thank you to the Friends for their flexibility and support!
- **Staff Management**
 - Lynne Wiggins discovered that the Library Aide III job description had not been approved by the Board of Selectmen after voters approved making the position full time with benefits. This was a formality and it was approved at the Monday, September 14, 2020 Board of Selectmen meeting. The job was posted on the New Hampshire and Vermont job listings websites.
 - The library continues to operate without the help of the volunteers who shelve books. Mindy provided a document from the New Hampshire State Library that is a helpful refresher about the best practices for utilizing library volunteers.
- **State of NH Libraries in the time of COVID-19**
 - Most libraries in the Upper Valley and surrounding towns remain closed to the public. The Richards Free library in Newport and the Newbury library are open for browsing by appointment. Lebanon, Lyme, Grantham, Enfield, New London and Hanover remain closed to the public. Lebanon and Hanover do not plan to consider re-opening until October.
 - None of the library directors on the last NHSL Directors' call are contemplating a change in their levels of service until it is seen what happens as a result of the schools re-opening.
 - Mindy prepared a summary report on the status of the library to be sent to the Board of Selectmen from the Trustees. The library's COVID-19 Pandemic Policy will be included.

V. **Chair's Report**

- Carol was pleased to report that Jon Reed was reappointed as an Abbott Library Alternate at the September 14, 2020 Town of Sunapee Board of Selectmen meeting. Carol indicated one Alternate role remains open. Mindy will inquire of the Friends to see if there is any interest and will also check the recent community-wide survey for those expressing interest in volunteering.
- The Strategic Planning Orientation and Workshop was held on Sept. 9th and 10th. In addition to the three consultants from ESC, attendees included 7 Trustees and 1 Alternate, 3 members of the Abbott Library Foundation, 2 members of the Friends of the Abbott Library, 3 Abbott Library staff members and 2 from the community. Carol expressed her thanks to all who were able to attend. Peg will report on our next steps later in this meeting.
- In order to assist the library staff, the Trustees have begun to staff the "Welcome Desk" in the library on Saturdays. Carol has taken two shifts and found it a very rewarding experience. At this meeting, Carol will pass around a sheet for Trustees to sign up to take a turn at this. Her hope is that each Trustee can take one or two time slots during the next few months.
- A decision will be made at this meeting as to whether future Trustee meetings will be held via Zoom, outside under the tent, or in the library.

- Carol reminded the Trustees to sign the thank you cards for the Sunapee school bus drivers and the Director of Transportation for their incredible partnership with the library this summer, delivering library books to patrons around town.

VI. Strategic Planning Committee

Peg thanked all those who could attend the Orientation and/or Workshop sessions for the strategic planning process. Overall, there was terrific participation and each session's agenda was accomplished. There has been some positive feedback to date from participants, some of whom have indicated a willingness to stay involved as needed.

The next steps: ESC consultants are meeting this week to consolidate all the notes from the break-out sessions. From the work done last week, ESC will propose a simple framework for prioritization, and the committee will be identifying 3-5 high level goals for the next several years. A plan will be developed, with action steps, to move those goals forward. These will be brought to the Trustees for discussion and final approval. As was discussed by the Trustees at the beginning of this process, a "Trustee Captain" will be determined for each goal.

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

A. Abbott Library Foundation

As the Foundation is in the midst of determining its future, there is uncertainty as to when a next meeting may occur.

B. Friends of the Abbott Library

The Friends met on Sept. 16th and decided their annual meeting will be held via Zoom on October 22, 2020.

The Trustees again expressed thanks to the Friends for funding the tent in the library parking lot. The Friends will be looking at the long-range weather forecast to determine how long the tent will remain in place.

VIII. 2021 Budget

Mindy stated she received a first draft of the 2021 payroll information. She has reviewed it and sent it back to Lynne Wiggins, the Town Finance Director, with questions. Mindy hopes to have this incorporated into the budget soon, and will email the full budget to the Trustees as soon as possible.

A discussion of the draft working budget 1.2 occurred. Questions were raised and answered to the Trustees' satisfaction.

Scott made a motion, seconded by Susi, to approve the 2021 draft Working Budget 1.2 for the total non-salary expenses of \$114,516.84. The motion passed unanimously.

IX. Old Business/Other Business

- The October 15, 2020 Trustee meeting will be held via Zoom. This meeting will begin at 5:00 pm.
- It was determined that from this point forward and until further notice, all Trustee meetings will be held via Zoom and will start at 5:00 pm.

X. Public Comment

- John Augustine commented that if a town department exceeds their budget or fears they may, the department can approach the town and monies may be shifted from one department to another. Mindy clarified, however, that this does not apply to libraries as per the RSAs.
- John also very generously offered the Trustees the use of the Dexter Inn's tent facility, at no cost, through October 17, 2020. Depending upon the weather, this option will be considered for the October Trustee meeting.
- John raised a question in regard to the timeline for the library getting back to its prior hours. The Trustees indicated that when the COVID-19 situation changes/improves, the hours will be re-visited. It was shared that with volunteers not being allowed in the library, the staff currently has a lot more work to do to keep the library functioning smoothly with its current hours. In addition, the current cleaning guidelines state that cleaning must be done every two hours. If the library were to be open additional hours, more cleaning would be needed. It was felt that if/when cleaning requirements lessen, more hours might result.

XI. Adjournment

Jane made a motion to adjourn, seconded by Susi. This was unanimously passed.

The meeting was adjourned at 6:06 pm.

Respectfully Submitted
Peg Lesiak, Secretary
September 20, 2020