

Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
October 18, 2019

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

Alternates: Suzanne Tether

Library Director: Mindy Atwood

Others: Police Chief Dave Cahill, Tim Eliassen

I. Chair's Remarks

The meeting was called to order by Chair Carol Brudnicki at 5:31 pm, Thursday, October 18, 2019. Carol indicated Suzanne Tether would be sitting in for Jim Currier. Jim Currier has an excused absence.

II. Approval of Minutes

Susi moved to approve the minutes of the Abbott Library Trustee's Meeting of Thursday, September 19, 2019, as amended. The motion was seconded by Suzanne. 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.

Mindy highlighted three areas on the 2019 budget:

1. Budget line item #440 Outside Maintenance – Mindy anticipates this will be over budget as the library had to pay for the painting of lines in the parking lot. This is billed from the Town of Sunapee every three years.
2. Budget line item #630 Office Equipment – The wireless printer was booked in the Trust and Fines account but the expense is also showing in the Operating Account. Mindy will ask Heather to look into this.
3. Budget line item #802c Non-Print –This is not over-budget. A 2018 bill was received in 2019. Heather is looking into this.

B. Review/Approve Bill Manifest

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

C. 2020 Budget

Mindy provided a copy of the 2020 Budget 1.4 and indicated the following changes:

1. Mindy signed a new three year contract with Bywater, the vendor that provides support for Koha, the Integrated Library System (ILS). Bywater handles all of the Koha updates (two per year) and provides training and support to the library staff.

Since 2013, the Library has paid \$3,000/year for Bywater's services. The new contract of \$3,300.00/year locks Abbott Library in at this price for three years with an option to automatically renew at the same rate in 2023. Both the former Library Director and Mindy have been strong advocates for open source solutions, and Bywater specifically, and Mindy believes this modest and reasonable increase is due to the long-standing, good relationship with Bywater's founder.

The increase can be found in line 802F Software.

2. The Town of Sunapee locked in the 2020 rates for propane, which will be \$0.42/gallon lower this year. As a result, Mindy reduced the amount in the 2020 budget line 411 from \$4500 to \$4000.
3. A discussion was held in regard to increasing the hours of the Library Aide III position from part-time to full-time (an addition of six hours). Mindy provided a comparison of the wage, benefit and tax implications of having three full-time employees vs. two, and the resulting decrease in part-time wages. The full year impact to the budget if approved would be an increase of \$5,584.47 in wages and \$15,036.70 in benefits and taxes, for a total of \$20,621.17. For calendar year 2020; however, the impact would be 3/4ths of this number (nine months).

Also, as requested by the Board, Mindy checked the number of full-time and part-time staff hours in 2018 among the peer library list that she used last year. This list was generated from participating libraries in two benefit surveys.

Abbott Library has 80 full-time and 122 part-time staff hours worked per week, for a total of 202 hours per week. On average, the peer libraries have 152 full-time and 84 part-time hours worked per week. Mindy provided a spreadsheet for the Board's review.

The need for these additional hours was discussed. Given the continually increasing technology changes, needs and demands, it was agreed that this full-time role, focused on supporting library and patron technology needs, was critical. The Trustees supported this increase and asked Mindy to bring an updated 2020 draft working budget to the November 4th meeting for approval.

Scott made a motion to approve the 2020 draft working budget 1.4 for the total non-salary expenses of \$107,256.84. The motion was seconded by Terri and passed unanimously.

Jane made a motion to add a warrant article to the 2020 Town of Sunapee ballot to increase the Library Aide III position from 34 to 40 hours. The motion was seconded by Susi and passed unanimously.

IV. Director's Report - Mindy Atwood

Mindy highlighted her written report:

A. Staffing

- Mindy hired Barbara Fitzgerald, formerly a substitute, to work regularly scheduled hours from 8:30am to 3:00pm on Mondays. Barbara had retired as the Head of Adult Services from East Longmeadow MA Public Library about a year and a half ago. She will assist with adult collection development, staff the circulation desk and help with inventory. Abbott Library is very fortunate to have such an experienced librarian join the team!

Mindy will open the search for another library substitute (with no scheduled hours) very soon.

B. Library Aide III

As mentioned above, Mindy provided a draft of an updated job description for Library Aide III, adding additional responsibilities. The prior job description was also provided for reference.

C. Community Outreach/Partnerships

The Sunapee School District and the Sunapee Police Benevolent Fund created a backpack program, providing families in need with a small supply of easily prepared food for the weekend. The Abbott Library is now an additional location in the community where families can pick up these weekend backpacks. The Library's participation in this program is funded by the Friends of the Abbott Library.

On October 2, Lynn Lyons spoke at Sunapee Middle High School about kids and anxiety. There will be a follow up discussion of her book "Anxious Kids, Anxious Parents" that will be facilitated by Cindy Lamontagne, adjustment counselor for SAU #85. Copies of the book are available at the Library and the SAU office.

The Library is planning to partner with the Sunapee Seniors and Sunapee Cove to offer a matinee series of travel films from December to February.

D. Information Technology

The Hardware Replacement Plan calls for one new staff computer, with the former staff computer to be rotated out to the public computers. Mindy spoke with Sue Gottling, and she and her husband Jim support using the \$1,000 given in their honor for this project. Mindy did not receive a formal quote from Precision Software prior to submitting her Director's Report, but the same project earlier this year was approximately \$1900. This included the new computer, setting up the new computer, and reconfiguring the former staff computer to be a public computer.

Peg made a motion, seconded by Carol, to expend the \$1,000.00 donation that was made in honor of Sue and Jim Gottling from the Donations Account and approve the expenditure of up to \$1000 from Trust and Fines to pay for the purchase and set up of a new staff computer and for the reconfiguration of the former staff computer to be a public computer. The motion passed unanimously.

E. Buildings and Grounds

1. It was discovered that the device for counting patron visits has only been working intermittently for at least the past two months. Other methods to count patron visits are being researched.
2. Mindy provided an artist's rendering of the proposed exterior stairs railing project that the Abbott Library Foundation would like to donate to the library. The metal worker is Jay Aubertin of Wilmot. All of the Trustees reacted very positively to the rendering.
3. Mindy provided an LED update. The initial recommendation from the LED vendor that Craig Heino usually works with was to replace each hanging light fixture in the library. The information on the cost to do this is unknown as of this meeting.

Mindy expressed concern about completely replacing fixtures that are less than five years old and requested they pursue retrofitting the current fixtures to be LED-compatible. The Trustees agreed with this thinking.

To do the latter approach, the ballasts and tubes would have to be retrofitted. Craig estimates that would cost approximately \$45/fixture. The cost of the new ballasts would be approximately \$41.25/ballast, which is comparable to the cost of the non-LED ballasts currently in use. Replacement bulbs would be \$7.50 more per bulb than the cost of the current fluorescent bulbs but would have a longer lifespan.

Cost summary:

Electrician: \$45 x 66 =	\$2970.00
New ballasts: \$41.25 x 66 =	2722.50
New bulbs: \$10.50 x 66 =	693.00
 TOTAL:	 \$6385.50

Mindy is waiting for information regarding the availability of grant money. The vendor states that the ballasts and bulbs being recommended qualify for rebates.

Mindy does not anticipate having enough money in the 2019 operating budget for this, so funds would either have to come from an alternate source or be included in the 2020 budget.

After discussion, the decision was made to defer pursuing the LED project for the hanging light fixtures until a later date. For the canned lights, as bulbs fail, LED bulbs will be the replacement. Overall, the goal is to reduce power consumption where it makes good fiscal sense.

F. After School Programming

Lego Club on Wednesdays and Thursdays has been a wonderful success! The next block of after-school programming will be in early December. The theme is “fiber arts”. The library will offer 22 slots for grades K-2, and this group will make no-sew fleece blankets. There will be 20 slots offered for grades 3-5, and this group will learn to crochet. Great work, Joni!

G. New England Library Leadership Symposium (NELLS)

Mindy reported on the NELLS program she attended in August 2019. This program, developed by a former librarian, for librarians, was highly rated by Mindy. All the examples, discussions, exercises, etc., were designed around libraries. Mindy found this program to be very inspiring, and walked away with not only concrete, immediate ideas to implement but also longer term ideas to consider and process.

Mindy also stated that the set-up of the week-long program allowed her to bond and connect with other participants, who will be valuable contacts in the future. She shared information on sessions relating to conflict management styles, activities to spur reflection (ex. – trust), and the follow-up reading list she has already started. Mindy described this program as an amazing experience and indicated she was grateful for the time she was given to attend the program.

H. Building and Grounds Support

A discussion was held regarding a meeting Donna Nashawaty and Scott Hazelton set up with Mindy. The meeting focused on how the library uses Craig Heino’s service and time, and how that might change going forward. Mindy will send to the Trustees the email she had sent to Donna to ensure she understood what was shared, along with Donna’s response. In addition, Mindy will conduct more research on this issue.

V. Report from the Abbott Library Foundation

Tim Eliassen was present at this meeting and shared the following:

1. Tim stated that it was discouraging to the Foundation that a long range plan for the Library is not in place. He stated that direction for the Foundation is needed and it should come from the Trustees. Carol did inform Tim that the Trustees are planning to do a long-range plan and are working toward that end.

2. Tim indicated that a deposit has been given by the Foundation to Jay Aubertin for the railings for the parking lot stairs. Tim saw other work by Jay and believes everyone will be very pleased. The gifting of the money by the Foundation for this project will be discussed and voted on at the public hearing on November 4, 2019.
3. The 5th year anniversary of the new library will be celebrated at the library on November 15, 2019.

VI. Report from the Friends of the Abbott Library

Carol stated that the Friends annual meeting on the MV Mt. Sunapee on October 10th was very successful. There was a good turnout, the boat ride was smooth, and there was an amazing sunset. Caitlin Clapp was reappointed President, Alyson Stark was reappointed as Treasurer, and Carolyn Dugan was reappointed as a member of the board. Carol shared the document that had been handed out at the meeting.

VII. Chair's Report

1. Carol was able to purchase twelve sawhorses at Home Depot for a total cost of \$431.68, which is under the amount previously authorized by the Trustees.
2. The Library Director Job Description Committee met with Mindy on Sept. 30. A few changes were made. The document was sent to the Trustees in preparation for discussion at this meeting.

Scott made a motion to approve the Abbott Library Director job description as presented. The motion was seconded by Susi and passed unanimously.

3. The Policies have been formatted and organized. Carol has given them to Mindy for her review.
4. As mentioned above, the Abbott Library Foundation has voted to hire Jay Aubertin to create new railings for the parking lot stairs. As the cost will be \$10,350.00, a public hearing must be held to accept this gift. The hearing is set for Monday, November 4 at 6:30pm at the library.
5. There was a good turnout at the October 3 New London Inn/Thursday's Child fundraiser for the Friends of the Abbott Library. Thank you to all who attended.
6. Carol reminded the Trustees that the annual evaluation of the Library Director is due in February 2020. To meet that deadline and to continue with the practice established last year of soliciting feedback from staff, the Director Evaluation Committee needs to get started. Jane will set up a meeting of the Committee. It was suggested that Jon Reed be added to the committee.
7. It is with sadness that Carol provided a letter from Terri White announcing her November 22 resignation from the Board of Trustees. Carol and the Trustees thanked Terri for her many years of service, her wise counsel, and her deep knowledge of the history and legal requirements relating to the library.

VIII. Cy Pres Funds – Terri White

Terri reviewed a letter she presented to the Trustees summarizing the information provided by the library's legal counsel in regard to the funds received via the Cy Pres Agreement/Old Abbott Library. Outlined in the letter was the dollar amounts attributed to the Martha Abbott Trust and the Mabel Davies' Funds. Terri made a recommendation that the Trustees establish budget line

items for each fund as well as for the interest income for the Martha Abbott Trust so that the principal and interest is listed separately for ease of tracking.

Terri moved to establish Donation line items in the Abbott Library budget as follows:

---Martha Abbott Trust/Principal - \$125,016

---Martha Abbott Trust/Investment Income

---Mabel Davies' Donations - \$115,104

The motion was seconded by Scott and passed unanimously.

IX. Primex – Library Insurance and Bonding – Terri White

Terri stated that she did not get the insurance coverage information specific to the Abbott Library and will send another email to Primex. She also did not receive coverage information specific to the Trustees, indicating that the terminology used referred to “public officials”. This needs more explanation as well.

X. Storage Shed – Scott Rappeport

Jane indicated that she followed up with Tom Mickle for some history on the shed topic. Tom confirmed that the builder of the new Abbott Library and John Wilson had looked forward to building a shed. Jane will contact Larry Ufford at Trumbull-Nelson.

XI. Task List and Strategic Planning – Peg Lesiak

1. Task List - The current task list had been reviewed at the August 20, 2019 Trustee meeting and updated copies were provided at the Trustees at the Sept. 19th Trustee meeting. Peg will call a meeting of the Task List committee to discuss the projects that were added.
2. Strategic Planning – Carol, Terri, Mindy and Peg met on Sept. 25th to review the proposal that Empower Success Corp. had submitted. A number of questions were raised (estimated cost, estimated timeframe, other options, etc.), and Terri reached back out to her contact with the questions. Answers were received and the committee will be meeting again to review the answers and determine how best to move forward.

XII. Old Business/Other Business

1. Jane suggested that an agenda item be added for each Trustee meeting where a highlight about the library is shared.
2. Carol reminded all Trustees to submit their volunteer hours each month. This includes time spent prepping and attending meetings, attending related meetings (such as the Friends annual meeting), etc.

XIII. Public Comment

1. Police Chief Dave Cahill thanked the Trustees and Mindy for the partnership that exists between the library and the police department. Dave stated how closely he, the library, and the schools work together and how much he enjoys the relationship. He specifically thanked Mindy for all she has done, indicating how Mindy and he have similar interests in the kids in the community. Dave shared that his daughter attended the Girls and Leadership Symposium (GaLS), which was very positive, and that she also volunteers at the library.

Dave stated that this relationship feels like a true partnership and certainly not a burden. He stated that if Mindy calls, they respond, just as Mindy does if they call her. He expressed how much he appreciates the partnership that he, the Police Department, and the Police Association have with Mindy and the library, and how important that is in a small community.

Mindy offered her appreciation to the Board of Trustees for their support of the relationship the library shares with the Police Department. Mindy stated that she calls on the police for many things, even if something is not exactly a police matter!

2. Tim Eliassen indicated that as a user of the library, he finds the library to be a wonderful resource and an amazing force in the community. Tim said he echoes Chief Cahill's comments on GaLS and also complimented other programs (How Tuesdays, etc.). Tim stated that the library always responds.

XIV. Adjournment

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

The meeting was adjourned at 8:00 pm.

Respectfully Submitted
Peg Lesiak, Secretary
October 20, 2019