

Abbott Library Trustee Meeting Agenda

Thursday Oct 21, 2021 6:30 pm Abbott Library

- I. Chair's Remarks**
- II. Strategic Planning #3 - Learning opportunities**
- III. Approval of Minutes**
- IV. Treasurer's Report**
- V. Budget**
- VI. Directors Report**
- VII. Covid 19 – library policies update**
- VIII. Shed**
- IX. Strategic Planning Progress Report /ESC**
 - 1a. Communication within the community
 - 1b. Communication with partners
 - 2 Role & responsibilities of Trustees
 - 3. Learning opportunities
 - 4. Volunteerism
 - 5. Multi-purpose space
- X. Abbott Library Friends Report**
- XI. Abbott Library Foundation Report**
- XII. Old Business/Other Business**
 - 1. School Departure Questionnaire
 - 2. Town Master Plan
 - 3. Staff positions and Town Pay Scale
- XIII. Chair's Report**
- XIV. Public Comment**

Calendar:

November 18, 2021	Thursday – Trustee Meeting 6:30 pm
December 16, 2021	Thursday – Trustee Meeting 6:30 pm
January 20, 2022	Thursday – Trustee Meeting 6:30 pm
February 17, 2022	Thursday – Trustee Meeting 6:30 pm

Minutes of the Abbott Library Board of Trustees
Abbott Library, Sunapee, NH
October 21, 2021

Attending the meeting were Carol Brudnicki, Chair, Jane Frawley, Vice Chair, Susi Churchill, Treasurer, Betsy Bowen, Jim Harrison, Nancy Berger, and Suzanne Tether, Secretary. Alternate Bev Bjorklund also attended.

Library Director Mindy Atwood attended.

Caitlin Clapp and Tim Eliassen represented The Friends of Abbott Library and the Abbott Library Foundation.

I. Chair's Remarks

At 6:31 pm Board Chair Carol Brudnicki called the meeting to order.

II. Approval of Minutes

Jane moved that the minutes of the September 16 meeting be approved as amended, seconded by Susi. The motion passed unanimously.

III. Strategic Planning Goal #3 – Learning Opportunities

Jim reviewed the results of the Learning Opportunities questionnaire portion of the Strategic Plan. 57 responses to the questionnaire yielded many program and facility suggestions.

A copy of the presentation points is attached at the end of this document.

Among the ideas which generated interest are:

Picnic tables on the Library grounds

Interaction with the Sunapee Recreation Committee Summer program

An idea box, which proposal has already been acted upon and is in place.

Dovetailing these suggestions with volunteer efforts will minimize impact on budget and staff.

IV. Treasurer's Report

Mindy commented that the auditor's current staffing issues have delayed the start of the Town audit process.

Susi reported that the Town funding is current, and the bank accounts have been reconciled.

While GOFERR funds are unavailable for disbursement at this time, a remote possibility exists for future reimbursement through Emergency Payroll Services.

A lower amount for Children's collection purchases was noted as visits to the children's section have declined because of Covid-19.

Nancy moved that the Board approve the September Manifest of Bills. The motion, seconded by Betsy, passed unanimously.

V. Budget Discussion

Mindy highlighted a few topics and line items for the Board's information including:

- Funding for cleaning services
- Possible rewriting of Library II and Library III job position descriptions to reflect more responsibility and tasks
- 2021 budget for health insurance versus actual expenditures

Carol moved to accept the Fiscal year 2022 Budget as proposed, with an increase of up to \$2500.00 to move current Library Aide Staff up in the pay table from Library Aide II to Library Aide III. Jane seconded the motion which passed unanimously.

VI. Director's Report

The Work From Home Policy was discussed and amended after a motion by Jim, seconded by Susi. The motion passed unanimously.

Mindy spoke for the Staff and thanked the Board for support over the past year, as well as consideration for employee safety, compensation and staffing going forward.

A lengthy and detailed discussion on the Meeting Room policy resulted in a vote to amend the policy to allow a capacity of 8 people to occupy the room to account for social distancing, as recommended by NH DHHS and National Fire Administration recommendations. Since the beginning of the pandemic, the Abbott Library Board of Trustees has acted in accordance with Federal and New Hampshire State recommendations and Executive Orders. To follow these precedents, the Meeting Room policy was amended after a motion by Betsy and seconded by Jim. The motion passed with six aye votes and one abstention.

VII. Covid-19 Library Policies Update

Jane moved to adopt the updated proposed Covid-19 Library Policies, according to the Town of Sunapee Covid-19 flowchart and “5 Steps” document from the Department of Health and Human Services. Susi seconded the motion which passed unanimously.

VIII. Storage Shed Report

Suzanne outlined progress on the shed project. A meeting with Scott Hazelton took place to determine which proposed site he considered most convenient for snowplowing maintenance. He indicated a site adjacent to the lower parking lot, close to the Library. At that meeting Scott stated that his crew could build the shed on a cement foundation. Should a Community Room addition to the Library be built in that area, Scott assured the Committee that both the shed and foundation could be moved easily. He will provide a rendering, based on the original Library architects’ drawings, and cost estimates. Scott has copies of the architects’ drawings plus documents provided by Jim Currier from earlier attempts to build the shed. Construction would take place in late April or early May 2022.

IX. Strategic Planning Progress Report/ESC

- 1a. Communication within the Community
- 1b. Communication with Partners
2. Role and Responsibilities of the Trustees
Carol distributed additional materials for inclusion in the Library Trustees’ manual.
3. Learning Opportunities –
see agenda item # 3 above for Jim’s progress report.
4. Volunteerism
Jane reported on her sub-committee’s actions and decisions:
A list of volunteers will be developed
An email account will be established to communicate with volunteers

22 people responded to the survey. A follow up will determine volunteers' interests and expertise.

Responses and progress will be reported to the Trustees.

5. Multi-purpose space

X. Friends of the Abbott Library

Caitlin Clapp reported that the Friends of the Abbott Library met via Zoom for their annual meeting.

Ty Gagne will continue to work with the Friends in hiking workshops over the next year.

A website map for the Story Walk at Tilton Park will be installed for public use. The updated map reflects changes in the order of the walk.

Donations continue in response to the Annual Appeal.

Inspirational speaker and coach Lani Silversides, founder of Strong Girls, spoke after the business section of the meeting.

XI. Abbott Library Foundation

Tim Eliassen posited the question of how the Covid-19 pandemic will affect society in general and the Library in particular. Going forward, what will be the short, medium and long term effects, and how will the Library adapt. The question for greater society is an important consideration for future planning.

XII. Old Business

SAU #85 Exit Interview Questions

Jane, Nancy Bev, and Mindy will go over the questionnaire and determine how it can be applied to Library employment policy

Staff recognition for the holidays

Suzanne, Betsy and Bev will collaborate on this project

The Trustees and Staff contact list Bev requested will be distributed

XIII. Chair's Report

The new Town Manager, Shannon Martinez, will attend the November Library Trustees' meeting

A farewell party for current Town Manager Donna Nashawaty will take place on October 28

XIV. Public Comment

There was no public comment.

XV. Adjournment

Nancy moved to adjourn the meeting, seconded by Jane. The motion passed unanimously, and the meeting ended at 8:35 pm.

Respectfully submitted,
Suzanne Tether
Secretary
October 21, 2021

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December 1 6, 2021	Thursday - Trustees Meeting	6:30 pm
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Hi Everyone,

I've attached the September financial reports. The town funding is current through September and all accounts have been reconciled.

As to the GOFERR reimbursement funds, Mindy will go into more detail, but Donna Nashawaty did confirm that the town has no more available funds to disperse.

The library received \$3060.00 in ARPA (American Rescue Plan Act) funds which were deposited into the Trust & Fines Account. The Board previously decided to use those funds to defray some of the cleaning expenses this year. The Trustees approved moving those funds into the Donations Account and then over to the Operating Account. These transfers will be accomplished once the September 16th minutes have been approved.

See you on Thursday.

Thanks.
Susi

9:59 AM

10/14/21

Accrual Basis

Abbott Library Donation Account
Statement of Financial Income and Expense
August 31 through September 30, 2021

	<u>Aug 31 - Sep 30, 21</u>
Ordinary Income/Expense	
Income	
43400 · Direct Public Support	
43450 · Individ, Business Contributions	350.00
	<u>350.00</u>
Total 43400 · Direct Public Support	<u>350.00</u>
Total Income	<u>350.00</u>
Net Ordinary Income	<u>350.00</u>
Net Income	<u><u>350.00</u></u>

9:27 AM

10/14/21

Accrual Basis

Abbott Library
Balance Sheet
As of September 30, 2021

	<u>Sep 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
B101 · Operating Account	32,810.02
B102 · Trust and Fines	19,326.20
Total Checking/Savings	<u>52,136.22</u>
Total Current Assets	<u>52,136.22</u>
Other Assets	
A301 · Library Gardner Fund	2,681.54
A302 · Library General Fund	9,293.57
Total Other Assets	<u>11,975.11</u>
TOTAL ASSETS	<u><u>64,111.33</u></u>
LIABILITIES & EQUITY	0.00

Abbott Library Manifest of Bills

Accrual Basis

All Bills Entered September 2021

Type	Entered/Last Modified	Date	Account	Paid	Debit	Credit
Amazon Bill	09/23/2021 10:50:20	09/10/2021	802-C · Non-Print	Paid	729.11	
Total Amazon					729.11	0.00
Comcast Bill	09/23/2021 10:28:03	09/11/2021	341B · Internet Access	Paid	19.95	
Bill	09/23/2021 10:28:03	09/11/2021	341 · Telephone	Paid	114.01	
Total Comcast					133.96	0.00
Demco Bill	09/08/2021 10:31:56	09/01/2021	802-G · Collection Supplies	Paid	147.17	
Total Demco					147.17	0.00
Eversource Bill	09/15/2021 10:47:56	09/09/2021	410 · Electricity	Paid	714.77	
Total Eversource					714.77	0.00
Heather Onstott Bill	09/17/2021 11:59:22	09/17/2021	62110 · Accounting Fees	Paid	1,000.00	
Total Heather Onstott					1,000.00	0.00
Ingram						
Bill Pmt -Check	09/01/2021 11:12:56	09/01/2021	802-A · Books	Paid		0.26
Bill Pmt -Check	09/01/2021 11:12:56	09/01/2021	802-A · Books	Paid		0.20
Bill Pmt -Check	09/01/2021 11:12:56	09/01/2021	802-A · Books	Paid		0.17
Bill Pmt -Check	09/01/2021 11:12:56	09/01/2021	802-A · Books	Paid		1.02
Bill Pmt -Check	09/01/2021 11:12:56	09/01/2021	802-A · Books	Paid		6.63
Bill Pmt -Check	09/01/2021 11:12:56	09/01/2021	802-A · Books	Paid		0.31
Bill Pmt -Check	09/01/2021 11:12:56	09/01/2021	802-A · Books	Paid		0.27
Bill	09/08/2021 10:34:34	09/01/2021	802-A · Books	Paid		0.16
Bill	09/08/2021 10:35:10	09/01/2021	802-A · Books	Paid	49.74	
Bill	09/08/2021 10:35:55	09/01/2021	802-A · Books	Paid	31.91	
Bill	09/08/2021 10:36:50	09/02/2021	802-A · Books	Paid	15.50	
Bill Pmt -Check	09/08/2021 11:41:48	09/02/2021	802-A · Books	Paid	15.48	
Bill Pmt -Check	09/08/2021 11:41:48	09/02/2021	802-A · Books	Paid		0.17
Bill Pmt -Check	09/08/2021 11:41:48	09/02/2021	802-A · Books	Paid		0.16
Bill Pmt -Check	09/08/2021 11:41:48	09/02/2021	802-A · Books	Paid		0.16
Bill Pmt -Check	09/08/2021 11:41:48	09/02/2021	802-A · Books	Paid		0.50
Bill Pmt -Check	09/08/2021 11:41:48	09/02/2021	802-A · Books	Paid		0.32
Bill Pmt -Check	09/08/2021 11:41:48	09/02/2021	802-A · Books	Paid		0.16
Bill	09/15/2021 10:51:05	09/02/2021	802-A · Books	Paid		0.15
Bill	09/15/2021 10:51:48	09/03/2021	802-A · Books	Paid	78.33	
Bill	09/17/2021 11:52:01	09/10/2021	802-A · Books	Paid	152.97	
Bill	09/17/2021 11:52:41	09/10/2021	802-A · Books	Paid	108.08	
Bill	09/17/2021 11:53:19	09/10/2021	802-A · Books	Paid	10.74	
Bill	09/23/2021 10:29:00	09/10/2021	802-A · Books	Paid	14.99	
Bill Pmt -Check	09/23/2021 11:12:36	09/10/2021	802-A · Books	Paid	10.76	
Bill Pmt -Check	09/23/2021 11:12:36	09/10/2021	802-A · Books	Paid		1.08
Bill Pmt -Check	09/23/2021 11:12:36	09/10/2021	802-A · Books	Paid		0.15
Bill Pmt -Check	09/23/2021 11:12:36	09/10/2021	802-A · Books	Paid		0.11
Bill Pmt -Check	09/23/2021 11:12:36	09/10/2021	802-A · Books	Paid		0.14
Bill Pmt -Check	09/23/2021 11:12:36	09/10/2021	802-A · Books	Paid		3.15
Bill Pmt -Check	09/23/2021 11:12:36	09/10/2021	802-A · Books	Paid		0.41
Bill Pmt -Check	09/23/2021 11:12:36	09/10/2021	802-A · Books	Paid		1.64
Bill Pmt -Check	09/23/2021 11:12:36	09/10/2021	802-A · Books	Paid		0.11
Bill	09/17/2021 11:54:36	09/14/2021	802-A · Books	Paid		0.45
Bill Pmt -Check	09/15/2021 11:02:57	09/15/2021	802-A · Books	Paid	14.46	
Bill Pmt -Check	09/15/2021 11:02:57	09/15/2021	802-A · Books	Paid		0.78
Bill	09/23/2021 10:29:46	09/16/2021	802-A · Books	Paid		1.53
Bill	09/23/2021 10:30:37	09/19/2021	802-A · Books	Paid	315.43	
Bill	09/23/2021 10:31:17	09/21/2021	802-A · Books	Paid	40.80	
Bill	09/23/2021 10:31:50	09/21/2021	802-A · Books	Paid	164.14	
Bill	09/23/2021 10:32:15	09/21/2021	802-A · Books	Paid	11.29	
Bill	09/29/2021 10:26:44	09/22/2021	802-A · Books	Paid	44.59	
Bill	09/29/2021 10:27:27	09/23/2021	802-A · Books	Paid	14.02	
Bill Pmt -Check	09/29/2021 10:35:39	09/29/2021	802-A · Books	Paid	80.12	
Bill Pmt -Check	09/29/2021 10:35:39	09/29/2021	802-A · Books	Paid		0.14
Total Ingram					1,173.35	21.13
NHLA Bill	09/23/2021 11:29:31	09/22/2021	540 · Training and Meetings	Paid	40.00	

9:58 AM
10/14/21
Accrual Basis

Abbott Library Donation Account

Balance Sheet

As of September 30, 2021

	Sep 30, 21
ASSETS	
Current Assets	
Checking/Savings	
B201 · Cap. Campaign/Donation Account	19,868.42
Total Checking/Savings	19,868.42
Total Current Assets	19,868.42
Other Assets	
18600 · Other Assets	
18610 · Certificate of Deposit	
18611 · Accrued Interest from CD	20.87
18620 · Martha Abbott Trust	125,160.00
18630 · Mabel Davies' Funds	115,104.00
Total 18610 · Certificate of Deposit	240,284.87
Total 18600 · Other Assets	240,284.87
Total Other Assets	240,284.87
TOTAL ASSETS	260,153.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	100.00
Total Accounts Payable	100.00
Total Current Liabilities	100.00
Total Liabilities	100.00
Equity	
30000 · Opening Balance Equity	240,490.03
32000 · Temp. Restricted Cap. Campaign	20,219.04
Net Income	-655.78
Total Equity	260,053.29
TOTAL LIABILITIES & EQUITY	260,153.29

9:28 AM

10/14/21

Accrual Basis

Abbott Library
Trust & Fines Account - Profit & Loss
September 2021

	<u>Sep 21</u>
Ordinary Income/Expense	
Income	
46400 · Other Types of Income	
46480 · Book Reimbursement	35.00
46481 · Non-Resident Fees	120.00
46487 · Printing/Copying Income	88.40
46488 · Fax	40.50
46489 · Overdue Conscience	25.25
	<u> </u>
Total 46400 · Other Types of Income	309.15
	<u> </u>
Total Income	309.15
	<u> </u>
Net Ordinary Income	309.15
	<u> </u>
Net Income	<u><u>309.15</u></u>

9:59 AM

10/14/21

Accrual Basis

Abbott Library Donation Account Custom Transaction Detail Report

September 2021

Type	Date	Name	Memo	Account	Amount	Balance
Sep 21						
Deposit	09/08/2021		Deposit	B201 - Cap. Campaign/Donation Account	100.00	100.00
Deposit	09/08/2021		Conaty	43450 - Individ, Business Contributions	-100.00	0.00
Deposit	09/15/2021		Deposit	B201 - Cap. Campaign/Donation Account	50.00	50.00
Deposit	09/15/2021		Volken	43450 - Individ, Business Contributions	-50.00	0.00
Deposit	09/23/2021		Deposit	B201 - Cap. Campaign/Donation Account	240.00	240.00
Deposit	09/23/2021		entire check was \$240; less \$40 f...	43450 - Individ, Business Contributions	-240.00	0.00
Check	09/23/2021	Abbott Library	transfer funds to T&F for audio bo...	B201 - Cap. Campaign/Donation Account	-40.00	-40.00
Check	09/23/2021	Abbott Library	withdraw funds to T&F for audio b...	43450 - Individ, Business Contributions	40.00	0.00
Sep 21					0.00	0.00

Operating Account - Profit & Loss Budget vs. Actual

January through September 2021

	Jan - Sep 21 Actuals	YTD Budget	\$ Over YTD Budget	% of YTD Budget	Annual Budget	\$ Over Annual Budget	% of Annual Budget
Ordinary Income/Expense							
Income							
46400 - Other Types of Income							
46429 - Interest Operating Acct	228.88	0.00	228.88	100.0%	0.00	228.88	100.0%
Total 46400 - Other Types of Income	228.88	0.00	228.88	100.0%	0.00	228.88	100.0%
47200 - Program Income	3,060.00					3,060.00	100.0%
1 - Town Funding Contributions							
100 - Town Funding	85,887.72	85,887.76	-0.04	100.0%	114,517.00	-28,629.28	75.0%
101 - Town Funding Payroll & Benefits	199,556.63	262,446.02	-62,889.39	76.04%	349,928.00	-150,371.37	57.03%
Total 1 - Town Funding Contributions	285,444.35	348,333.78	-62,889.43	81.95%	464,445.00	-179,000.65	61.46%
Total Income	288,733.23	348,333.78	-59,600.55	82.89%	464,445.00	-175,711.77	62.17%
Expense							
2 - Payroll and Benefit Expenses							
207 - Full Time Wages	93,059.54	119,690.27	-26,630.73	77.79%	159,587.00	-66,527.46	58.31%
208 - Part Time Wages	61,257.27	69,894.00	-8,636.73	87.64%	93,192.00	-31,934.73	65.73%
209 - Unused Sick Time	0.00	0.00	0.00	0.0%	3,672.00	-3,672.00	0.0%
210 - Health Insurance	22,135.30	40,068.76	-17,933.46	55.24%	53,425.00	-31,289.70	41.43%
215 - Life & Disability Insurance	1,469.16	2,133.76	-664.60	68.85%	2,845.00	-1,375.84	51.64%
220 - Medicare	2,184.19	2,704.50	-520.31	80.76%	3,606.00	-1,421.81	60.57%
221 - Employer FICA	9,684.00	11,565.76	-1,881.76	83.73%	15,421.00	-5,737.00	62.8%
231 - Retirement Contribution	9,767.17	15,446.25	-5,679.08	63.23%	20,595.00	-10,827.83	47.43%
250 - Unemployment Comp Insurance	0.00	392.26	-392.26	0.0%	523.00	-523.00	0.0%
260 - Workers Compensation Insurance	0.00	466.51	-466.51	0.0%	622.00	-622.00	0.0%
Total 2 - Payroll and Benefit Expenses	199,556.63	262,362.07	-62,805.44	76.06%	353,488.00	-153,931.37	56.45%
3 - Prof. & Tech Services							
341 - Telephone	956.91	1,052.00	-95.09	90.96%	1,400.00	-443.09	68.35%
341A - Fire Alarm	0.00	400.00	-400.00	0.0%	400.00	-400.00	0.0%
341B - Internet Access	251.75	540.00	-288.25	46.62%	720.00	-468.25	34.97%
342A - Computer Support/Hardware	1,570.00	3,100.00	-1,530.00	50.65%	6,200.00	-4,630.00	25.32%
342B - Copier Lease	756.63	1,350.00	-593.37	56.05%	1,800.00	-1,043.37	42.04%

Abbc Library
Operating Account - Profit & Loss Budget vs. Actual
January through September 2021

	Jan - Sep 21 Actuals	YTD Budget	\$ Over YTD Budget	% of YTD Budget	Annual Budget	\$ Over Annual Budget	% of Annual Budget
365 · Equipment Repair	107.80	1,350.00	-1,242.20	7.99%	1,800.00	-1,692.20	5.99%
Total 3 · Prof. & Tech Services	3,643.09	7,792.00	-4,148.91	46.75%	12,320.00	-8,676.91	29.57%
4 · Facilities							
410 · Electricity	5,829.87	7,501.00	-1,671.13	77.72%	10,000.00	-4,170.13	58.3%
411 · Heat	3,227.87	2,100.00	1,127.87	153.71%	4,000.00	-772.13	80.7%
412 · Water	300.00	300.00	0.00	100.0%	600.00	-300.00	50.0%
413 · Sewer	211.00	225.00	-14.00	93.78%	450.00	-239.00	46.89%
430 · Bldg Repair & Maintenance	5,713.58	6,376.00	-662.42	89.61%	8,500.00	-2,786.42	67.22%
440 · Outside Maintenance	3,968.47	3,450.00	518.47	115.03%	3,700.00	268.47	107.26%
Total 4 · Facilities	19,250.79	19,952.00	-701.21	96.49%	27,250.00	-7,999.21	70.65%
5 · Other Services							
520 · Insurance	0.00	0.00	0.00	0.0%	3,196.84	-3,196.84	0.0%
540 · Training and Meetings	102.50	1,350.00	-1,247.50	7.59%	1,350.00	-1,247.50	7.59%
550 · Programs	0.00	300.00	-300.00	0.0%	500.00	-500.00	0.0%
555 · Advertising	229.50	488.00	-258.50	47.03%	650.00	-420.50	35.31%
560 · Membership	310.00	350.00	-40.00	88.57%	700.00	-390.00	44.29%
Total 5 · Other Services	642.00	2,488.00	-1,846.00	25.8%	6,396.84	-5,754.84	10.04%
6 · Supplies							
610-A · Machine Supplies	139.56	800.00	-660.44	17.45%	900.00	-760.44	15.51%
610-C · Program Supplies	430.79	2,250.00	-1,819.21	19.15%	3,000.00	-2,569.21	14.36%
610 · General Supplies	778.21	1,250.00	-471.79	62.26%	2,000.00	-1,221.79	38.91%
625 · Postage	276.00	200.00	76.00	138.0%	250.00	26.00	110.4%
630 · Office Equipment	44.99	150.00	-105.01	29.99%	325.00	-280.01	13.84%
640 · Custodial Supplies	329.57	718.39	-388.82	45.88%	1,675.62	-1,346.05	19.67%
Total 6 · Supplies	1,999.12	5,368.39	-3,369.27	37.24%	8,150.62	-6,151.50	24.53%
62100 · Contract Services							
62110 · Accounting Fees	1,000.00	1,651.00	-651.00	60.57%	2,200.00	-1,200.00	45.46%
62140 · Legal Fees	180.00	3,000.00	-2,820.00	6.0%	5,000.00	-4,820.00	3.6%
62150 · Outside Contract Services	10,060.00	2,700.00	7,360.00	372.59%	3,600.00	6,460.00	279.44%
Total 62100 · Contract Services	11,240.00	7,351.00	3,889.00	152.9%	10,800.00	440.00	104.07%

Abbc Library
Operating Account - Profit & Loss Budget vs. Actual
January through September 2021

	Jan - Sep 21 Actuals	YTD Budget	\$ Over YTD Budget	% of YTD Budget	Annual Budget	\$ Over Annual Budget	% of Annual Budget
7 · Capital Outlay							
750 · Furniture and Fixtures	0.00	0.00	0.00	0.0%	300.00	-300.00	0.0%
Total 7 · Capital Outlay	0.00	0.00	0.00	0.0%	300.00	-300.00	0.0%
8 · Library Materials							
802-A · Books	15,629.08	22,500.00	-6,870.92	69.46%	30,000.00	-14,370.92	52.1%
802-B · Subscriptions	5.38	1,200.00	-1,194.62	0.45%	4,300.00	-4,294.62	0.13%
802-C · Non-Print	3,731.98	3,825.00	-93.02	97.57%	5,100.00	-1,368.02	73.18%
802-F · Software	3,172.70	2,700.00	472.70	117.51%	6,500.00	-3,327.30	48.81%
802-G · Collection Supplies	514.00	1,420.00	-906.00	36.2%	1,900.00	-1,386.00	27.05%
802-H · E-Content	1,823.58	1,000.00	823.58	182.36%	2,000.00	-176.42	91.18%
Total 8 · Library Materials	24,876.72	32,645.00	-7,768.28	76.2%	49,800.00	-24,923.28	49.95%
9 · Bank Charges and Fees	5.00					5.00	100.0%
Total Expense	261,213.35	337,958.46	-76,745.11	77.29%	468,505.46	-207,292.11	55.76%
Net Ordinary Income	27,519.88	10,375.32	17,144.56	265.24%	-4,060.46	31,580.34	
Net Income	27,519.88	10,375.32	17,144.56	265.24%	-4,060.46	31,580.34	

Abbott Library Strategic Plan Goal 3 Learning Opportunities

21 Oct 2021

1

Process

- Started with the list of 57 ideas collected as a result of the Survey question: "What new programs/resources can be developed?"
 - Reference Abbott Library Strategic Planning: Appendix pgs 10-12
- Group discussions refined, added, and evaluated ideas, eventually identifying those believed to have benefit and feasibility
- Some ideas eliminated as being too vague, already existing, or out of the scope of Goal 3

2

Working Sessions

- Three meetings with Justin, Katy, Jim (2/19/21, 3/5/2021, 3/8/2021)
- Meeting with Jan (5/17/21)
- Meeting with Justin, Jan, Caitlin (7/28/21)
- Meeting with Mindy (8/18/21)
- Discussions between Caitlin, Meagan Reed, and Walter Huston

3

Goal 3: Priority 1 Ideas

Idea #	Description	Demographic Served
3, 53, 54	Tutoring Programs – MHS (Meagan Reed) believes actual tutoring is adequately covered, but left door open for volunteers to participate in their career fair.	Youth
12	More foreign films/books – Our selection is regarded as quite good, but access to ILL search on the website is not straightforward and should be improved (and advertised) once the Technology position is filled.	All
17, 23	Visiting Authors – The Friends are planning an adult and a children's author in 2022; may be able to do more.	All
18	Remote access to resources – Significant resources are available on the website but their purpose and use may not be clear. This should be strengthened once the Technology position is filled.	All
59	Idea box – Add a mechanism for patrons to suggest ideas on an ongoing basis (In-process)	All

4

Goal 3: Priority 2 Ideas

Idea #	Description	Demographic Served
2	Picnic tables – Likely for patrons and staff. HS shop possible source? Could be start of an outdoor area.	All
7	Recording studio for podcasts – Could be implemented by “Things” initiative providing equipment through outreach and technology person.	Adult
9	Summer day camp for kids – Could coordinate with Rec Committee day camp to rotate kids through library for a story hour.	Children
18	Curated packages on themes – Could add a microscope to the “Things” initiative.	Adult/Youth
59	Interact with others in community – Volunteers can always sign out the meeting room for an activity. May need to publicize this more.	Adult/Youth

WORK FROM HOME POLICY

Abbott Library, Sunapee, NH

The Abbott Library Work from Home Policy will be in effect to comply with any State of NH emergency orders or at the discretion of the Abbott Library Director. Remote work is an arrangement in which employees work at home or at an alternate worksite either during part of their work schedule or full-time. Not all circumstances lend themselves to an alternative work situation.

POLICIES & PROCEDURES

Employment Relationship. Work from Home does not change Abbott Public Library expectations or obligations regarding the employment relationship. All employees are subject to employment policies and procedures set forth in our Employee Handbook and other policy documents.

Job Duties. The employee's duties, obligations, responsibilities and conditions of employment with the Library remain unchanged. Job responsibilities, standards of performance and performance appraisals remain the same as when working at the regular work site.

Timekeeping. Employee must document their time and tasks on a daily basis and must take all required breaks. All employees must take required breaks and must obtain pre-approval to work overtime in accordance with Town of Sunapee policy. Working unauthorized overtime, failing to take required breaks, or failing to keep accurate timesheets and/or turn them in on time may result in corrective action in accordance with the personnel manual.

Schedule/Workweek. Employees must present a work schedule as required by the Library Director. Unless other specific arrangements are made with the Director, the employee agrees to be accessible during the agreed upon working hours while working from a remote office. Employees working from home will continue to work their normally allotted hours.

During times when a State of NH emergency order is not in effect, employees who work more than 32 hours per week may work 10 percent of their regularly scheduled hours from home. This is to be considered a privilege and a benefit of employment at the Abbott Library. In the event that the employee is needed in the library during their regularly scheduled work from home hours, the work from home hours for that pay period are forfeit.

Unauthorized use of Abbott Library Property. Only the authorized Abbott Library Employee may use the equipment provided for the remote work location and the employee will follow the same rules for equipment use as designated in the personnel manual.

CONFIDENTIALITY & CONDUCT

Employees who work from home must maintain the security of all confidential and/or sensitive information as if they were working at the Library.

HEALTH AND SAFETY

The employee working from home is responsible for designating and maintaining a workplace that is free from recognized hazards and that complies with all occupational safety and health standards, rules, and regulations. Employees are responsible for setting up and maintaining an ergonomically correct

workstation. Abbott Library is not liable for any loss, damage, or wear of any equipment, furniture, or supplies owned by the employee.

Reporting an Injury. The employee must report any work-related injuries to the Abbott Library Director. This is no different than the expectation of an employee when working in the library. The Employee agrees that it may be necessary for Primex to visit your home office to investigate an injury report.

Employer Liability. Abbott Library assumes no liability for injuries to you that occur outside of the home work area or outside of your working hours. In addition, Abbott Library makes no representations on the personal tax and insurance implications of this work from home arrangement; it is the Employee's obligation to address these issues on his/her own.

I _____ (print name) have read and understand the Work from Home Policy and agree to the duties, obligations, responsibilities and conditions for employees working offsite. I understand that I remain subject to all Abbott Library policies and Town of Sunapee employee handbook including, but not limited to, use of technology, confidentiality, unlawful harassment and workplace safety.

I understand that I must maintain a specific location and works hours as agreed upon between Abbott Library and myself. Additionally, I must furnish and maintain my remote work space in a safe manner, employing appropriate security measures to protect library assets, information and systems.

I also understand that Abbott Library Director may change the conditions under which I am authorized to work from Home or may cancel the privilege of working remotely or may request my presence in the library.

My signature below certifies that I have read, understand and agree to the Abbott Library Work from Home Policy.

Employee Signature Date

Director Signature Date

Approved by Abbott Library Board of Trustee on June 18, 2020

ABBOTT LIBRARY
October 11, 2021
2022 Landscaping Request for Proposal

The Abbott Library in Sunapee, New Hampshire is accepting Bid Proposals for landscaping during the 2022 spring, summer and fall seasons.

PROJECT LOCATION: Abbott Library, 11 Soonipi Circle, Sunapee, New Hampshire 03782

PROJECT REQUIREMENTS: The contractor selected for this work will be responsible for supplying landscaping services to the Abbott Library beginning on or about April 15, 2022 and continuing through to on or about November 15, 2022 with the following conditions:

1. Bidders shall provide a written proposal which will include the following:
 - The estimated number of hours of labor and equipment time that will be necessary to maintain the gardens in front of the Abbott Library to the right and left of the entrance, the two gardens in the back of the library, and to remove weeds from the rock embankment between the upper and lower parking lots for the 2022 season.
 - An all-inclusive hourly rate for labor and equipment that may be necessary to maintain the aforementioned gardens;
 - A tentative schedule of when work on the aforementioned gardens will be performed, i.e. weekly, bi-weekly, or other.
 - The total estimated cost for the annual maintenance of the aforementioned gardens based on the all-inclusive hourly rate and tentative schedule.
2. The number of hours actually spent on the maintenance of the gardens shall be tracked by the successful bidder on a monthly basis.
3. The total number of hours spent on the maintenance of the gardens shall not exceed the total estimated hours that were proposed to maintain the gardens without prior approval by the Director of the Abbott Library.
4. If the replacement of plants and/or trees are needed, the Abbott Library Director will be given a written proposal that will include the cost of the plant or tree, the cost of ancillary materials, and the estimated labor and equipment costs that is/will be necessary for the planting.
5. The successful bidder shall provide the name of his/her company, the company's mailing address, the name of the individual who is responsible for overseeing the project and the telephone number and email address of the individual who is responsible for overseeing the project.
6. The successful bidder shall sign and date his/her proposal. By doing so, he/she acknowledges that the company has the equipment and employees that will allow for all proposed work to be performed.
7. The successful bidder shall bill the Abbott Library within 30 days of performing the work.

ADDITIONAL INFORMATION AND PROJECT REQUIREMENTS:

1. No pre-bid meeting will be conducted for this project. Contractors are encouraged to visit the Abbott Library to familiarize themselves with the landscaping.

2. The successful bidder shall provide their insurance certificate to the Abbott Library/Town of Sunapee for this project and the Abbott Library/Town of Sunapee shall be named a the additionally insured on the insurance certificate.
3. Proposals must be mailed or hand delivered to the Abbott Library, Attn: Library Director, PO Box 314, Sunapee, NH 03782 or director@abbottlibrary.org. All proposals must be sealed in an envelope clearly marked "Abbott Library Landscaping" and must be received by November 15, 2021 by 2 PM.
4. The bids will be opened at the Abbott Library Board of Trustees' meeting on November 18 between 6:30 and 7:30 PM at the Abbott Library. Abbott Library Board of Trustees' meetings are open to the public.
5. The Library Director will review all bids following the public bid opening and upon determining the most responsive and responsible bidder, the Abbott Library reserves the right to select the proposal that is determined to be in its best interest.
6. Any proposal that is not submitted in accordance with the requirements of the Request for Proposal may be disqualified by the Library Director.
7. The Abbott Library reserves the right to accept or reject any or all proposals, either in whole or in part; to waive any defects, informalities, and /or minor irregularities in proposal responses.
8. Any questions must be directed to Mindy Atwood, Director of the Abbott Library, in writing at director@abbottlibrary.org. Questions must be received on or before November 11, 2021 at 3 PM. Response to questions will be provided in writing via email on or before November 12, 2021 at 3 PM.

Meeting Room Policy

Abbott Library, Sunapee, NH

MEETING ROOM FACILITIES:

^{Current}
The Activities Room is a multi-use room with a seating capacity of 36. Wireless access is available. When not in use for library programming, the Activities Room may be used by the public. To conform to the [CDC-recommended/ New Hampshire Department of Education-recommended] social distance of three feet/six feet, the capacity of the Activities Room for use by the public for silent study and work is [4/8] people at a time.

^{currently unavailable}
The New Hampshire Conference Room is for meetings of 12 or fewer. Wireless access and a projector are available. When not in use, the Conference Room will be considered a "Quiet Room" and may be used by the public.

^{when the tent is set}
The Abbott Library ^{also} has a 20 x 40 foot outdoor tent ^{that} is seasonally available for reservation by community groups.

POLICIES:

Use of the meeting rooms (Activities Room & NH Conference Room) are primarily for educational, cultural or civic organizations that are free and open to the public. The exceptions are board meetings for non-profit groups, which may be held in these rooms even though these meetings are not open to the public. Groups cannot charge attendees, solicit donations or sell items or services. Fund raising by groups other than the library, the Abbott Library Foundation and/or the Friends of the Library will not be allowed. Organizations can use meeting rooms on a first come first served basis as long as there are no library programs planned.

Groups organizing private events (such as birthday parties), and those charging for their services or programs may not use the library's meeting rooms.

When available, the NH Conference Room may be reserved and used for private use, including tutoring, with a 2 hour limit, per day, up to 1 month in advance.

No attempt may be made to sell, at the time of the program, or in the future, a specific product or service offered by the entity or practitioner or any other commercial interests. Therefore the individual or entity offering the program may not hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.

^S
Authors and artist hosted by the Abbott Library may offer their works for sale incidental to a lecture or performance. Further the Library Director may make exceptions for seminars, lecture^s and programs held in cooperation with the library, or for adult education course^s sponsored by and established educational non-profit institution.

Use of the meeting rooms is limited to hours when the library is open. Exceptions may be made with prior approval by the Library Director.

- For your discussion: Does the Board want to continue with this policy?
 - For your discussion: Does the Board want to return furniture to the library floor, reduce cleaning to three times a week and/or make materials such as toys in the children's area and newspapers available for shared use?
- Given the implementation of the COVID-19 Flow Chart and usage of the "5 Steps" document by the Town of Sunapee, the Abbott Library COVID-19 policy needs to be updated. I have attached a copy of the policy with the necessary updates, edits and deletions.

COVID-19 Pandemic Policy

Abbott Library, Sunapee, NH

INTRODUCTION

On March 15, 2020, the Abbott Library Board of Trustees made the difficult decision to close the library building to the public. On March 23, 2020, out of an abundance of caution, curbside pick-up was suspended. On April 15, 2020 thanks to the Sunapee School District, we were able to begin delivery of library items to patrons' homes in Sunapee. All of these steps were taken with careful consideration of Emergency Orders issued by the Governor of New Hampshire.

At any time and in all instances, the Abbott Library's priority is the health and safety of our staff and our patrons. As a municipal entity, the Abbott Library is exempt from the guidelines issued in Emergency Order #40 (also known as Stay-at-home 2.0), but the Board of Trustees has followed the recommendation of the Town of Sunapee town manager and the New Hampshire State Library to follow the guidelines that are issued for the Retail and Restaurant industries.

The Abbott Library Board of Trustees has adopted the following plan for a continuum of services. The Trustees will consider the following when deciding which phase of services can be offered:

1. The safety of the library staff and library patrons;
2. Recommendations, guidelines, and emergency orders issued by the New Hampshire Governor;
3. Recommendations and guidelines from the Centers for Disease Control and Prevention (CDC) or New Hampshire Department of Health and Human Services;
4. Recommendations and guidelines from the New Hampshire State Library;
5. The status of and mode of delivery of services being offered by Town Hall; and
6. The mode of operation of the Sunapee School District.

This document is intended to serve as a framework for action that should be referenced and followed, but unforeseen and anticipated circumstances may require this document to be amended. The Board of Trustees will determine the phase of operation at which the Abbott Library will operate and the responsibility for implementation of the service phases lies with the Director.

Communication between the Abbott Library and the Town of Sunapee and between the Abbott Library and the Sunapee School District is critically important and it will be the responsibility of the Director to maintain timely and clear lines of communication with those entities. In addition, when possible and appropriate, communication between neighboring libraries and the Abbott Library should be maintained.

TAFF EXPOSURE TO COVID-19

~~When testing is available to library staff in the State of New Hampshire, the Abbott Library will follow the universal best practices that were issued by the Governor's Reopening Task Force.~~

In accordance with the Town of Sunapee Personnel Handbook, staff members should notify their direct supervisor if they are unable to report to work. The direct supervisor must also be contacted on each additional day of absence. While under quarantine, staff shall adhere to the Work From Home policy or utilize paid time off.

~~In accordance with the "NH COVID-19 Employer Travel, Screening, and Exclusion Guidance" document dated June 17, 2021, employees who are 14 days or more beyond completion of COVID-19 vaccination do not need to quarantine after close contact to a household member diagnosed with COVID-19 or after international or cruise ship travel.~~

Who to Notify:

- Email Mindy Atwood, Library Director- director@abbottlibrary.org
- Email Donna Nashawaty, Town Manager- donna@town.sunapee.nh.us
- Email Lynne Wiggins, Finance Director- lynne@town.sunapee.nh.us

The Abbott Library will follow the Town of Sunapee's Employee Screening Algorithm in the case of employee COVID-19 symptoms, exposure to COVID-19 or travel.

What Human Resources Needs:

Initial Paperwork

- ~~When Employees initially go into Quarantine Human Resources (HR) needs the following:~~
 - ~~If They Fell Ill at Work:~~
 - ~~Provide the employee with the following form to fill out:~~
 1. ~~First Report of Injury Form (HR has from Primex)~~~~HR will accept a photo of the completed form when filled out remotely.~~
 - ~~If They Were Exposed at Work:~~
 - ~~Provide them with the following form to fill out:~~
 1. ~~First Report of Injury Form (HR has from Primex)~~~~HR will accept a photo of the completed form when filled out remotely~~
 - ~~If Their Household Member Falls Ill:~~
 - ~~Have them obtain a Doctor's Note or Patient Portal screen shot indicating their household member has a Pending COVID-19 Test~~
- ~~When Employees are instructed to Self-Monitor for 14 Days, HR needs the following:~~
 - ~~For Non-direct exposure and all other potential exposure circumstances:~~
 - ~~Provide them with the following form to fill out: First Report of Injury" Form (HR has from Primex)~~

Secondary Paperwork Needed by HR

- All quarantined Employees:
 - ~~When/If the Employee Is Tested for COVID-19~~
 - ~~Provide them with the following form to fill out:~~

Additional resources:

www.covidguidance.nh.gov

June 17, 2021

REFERENCES

<https://www.governor.nh.gov/news-and-media/emergency-orders-2020>

https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html

<https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-libraries.pdf>

Approved by the Abbott Library Board of Trustees – 18 June 2020

Revised and reapproved – November 19, 2020

Revised and reapproved- December 17, 2020

Revised- May 20, 2021

Abbott Library

COVID-19: Return to Work Checklist

- ☐ ~~COVID positive with NO symptoms~~ — May return to work at least seven days after first positive test with no subsequent illness.
- ☐ ~~COVID positive with symptoms~~ — May return to work when fever resolves without use of fever reducing medications; AND respiratory symptoms improve; AND two negative results from specimens collected at least 24 hours apart WITH a doctor's note OR a certification that employee spoke with doctor or equivalent who cleared employee to return to work.
- ☐ ~~COVID positive with symptoms~~ — May return to work when fever resolves without use of fever reducing medications; AND respiratory symptoms improve; AND at least 7 days have passed since symptoms first appeared; AND a doctor's note OR a certification that employee spoke with doctor or equivalent who cleared employee to return to work.
- ☐ ~~COVID status uncertain~~ but quarantined based upon exposure to suspected COVID individual, and no symptoms have developed:
 - ☐ ~~Source of potential exposure is Town of Sunapee employee or family member of same~~ — May return to work upon written or verbal confirmation that potential source has tested COVID negative.
 - ☐ ~~Source of potential exposure is a patron~~ — May return to work with written or verbal confirmation from a doctor, ARNP, or other health or testing official, or from a state, federal, or local official, that potential source has tested COVID negative; or
 - ☐ ~~Fourteen calendar days have passed since quarantine began;~~
- ☐ ~~COVID negative~~ — May return to work immediately with written or verbal confirmation of test.
- ☐ ~~I have checked the appropriate box above. I certify that it applies to me. A doctor's note is either attached to this form, OR I certify that my provider (doctor, ARNP, PA) has specifically cleared me to return to work.~~

Dated: _____

Employee's Printed Name: _____

Employee's Signature: _____

Identify and Notify Workplace Contacts and Recommend Monitoring and Testing

Employers should have a plan in place that includes a protocol for quickly identifying workplace contacts of employees with COVID-19 who worked while infectious. To begin the notification process, the department head will speak with the employee diagnosed with COVID-19 and ask about:

- When they worked while infectious
- If they participate in any work-related carpooling
- Who they interacted with during work activities and breaks

Notify any employees who were **within 6 feet for more than ten minutes** from two days before the employee with COVID-19 developed symptoms OR two days before their positive test if the employee with a positive COVID-19 test did not have symptoms.

It is in the best interest of employers that workplace notifications be completed quickly to help prevent spread of the virus in the workplace.

Workplace contacts should self-observe for symptoms for 14 days following their last exposure to the person with COVID-19. If the contact develops symptoms, they should self-isolate and seek testing

Employees who develop symptoms should refer to the employee handbook section the refers to being out of work.

3 Seek Guidance and Report Suspected Outbreaks

When you initially learn about a positive employee, please refer to the NH Universal Best Practices. Contact the NH Department of Health and Human Services should you have questions or suspect you might have an outbreak (3 or more cases of COVID-19 potentially associated with the same location). Workplaces may also need to require unvaccinated staff to stay out of work following exposure if the workplace is experiencing an outbreak. Our team will work closely with you to learn more about the situation and to provide guidance on how to control the spread of COVID-19 disease.

Abbott Library

Acknowledgement of Receipt of COVID-19 Policy

The Abbott Library COVID-19 policy describes important information about the policies and procedures the library will follow during the COVID-19 Pandemic.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Abbott Library COVID-19 Policy may occur at any time and without notice. Such changes may be communicated through official notices or other manners, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received a copy of the Abbott Library COVID-19 Pandemic Policy and I understand that it is my responsibility to read and comply with the policy and any revisions made to it.

EMPLOYEES'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

September 2021

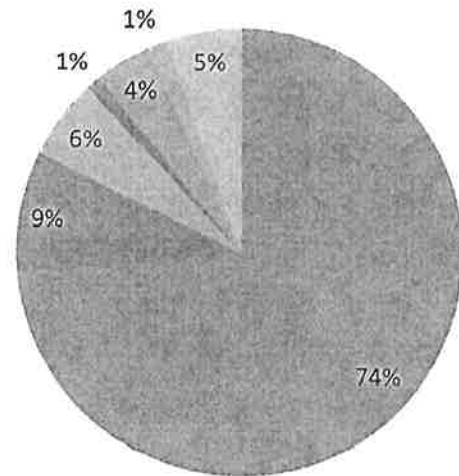
Circulation

Library Items	2,547
Downloaded Audiobooks	307
Downloaded E Books (Overdrive and Freeding)	199
Music Downloaded (Freegal)	37
Music Streamed (Freegal)	137
Local Use	52
Online Access	186
Total Circulation	3,465

Total Reference 211

Patron Visits 1,509

Circulation



■ Library Items

■ Downloaded Audiobooks

■ Downloaded E Books
(Overdrive and Freeding)

■ Music Downloaded (Freegal)

■ Music Streamed (Freegal)

■ Local Use

Library Use:	Sept 2021	YTD 2021	YTD 2020	% Change
Library Items	2,547	24,675	19,440	27%
Downloaded Audiobooks	307	2,526	2,362	7%
Downloaded E Books - Overdrive and Freeding	199	1,740	2,126	-18%
Music Downloaded - Freegal	37	595	827	-28%
Music Streamed - Freegal	137	1,665	2,935	-43%
Local Use	52	231	506	-54%
Online Tools Total	186	1,469	2,104	-30%
Breakdown of Online Tools				
Ancestry	0	0	5	-100%
Kanopy (videos)	66	657	635	3%
EBSCO	9	33	85	-61%
Mango	15	57	24	138%
New York Times	96	720	1,272	-43%
Great Courses	0	2	83	-98%
Total Circulation	3,465	32,901	30,300	9%
Patron Visits	1,509	10,759	7,850	37%
New Registrations	15	168	81	107%
Internet Sessions (public computers)	133	951	713	33%
Wireless Usage	307	2,793	2,852	-2%
Program Questions	26	331	198	67%
Regular Reference	78	856	575	49%
Extended Reference	2	40	51	-22%
Readers' Advisory	32	302	209	44%
Tech Help	70	487	297	64%
Extended Tech Help	3	35	39	-10%
Total Reference	211	2,051	1,369	50%
Website	Sept 2021	YTD 2021	YTD 2020	% Change
Visits	964	11,958	12,044	-1%
Unique Visitors	611			
Avg Visits per Day	32.0			
Programs This Month	Adult	Child	Adult YTD	Child YTD
Number of Programs	4	3	29	55
Number of Attendees	25	39	326	920
Meeting Room Usage in Hours	Activities / Tent	Conference	Activ YTD	Conf YTD
	10.5	0	46.5	0
Children's Computer Sessions	0			
Volunteer Hours	Sept 2021	YTD 2021		
	159.50	969.8		
Web Chats	Sept 2021	YTD 2021		
	3	77		

Director's Report October 21, 2021

Public Relations and Advocacy

- Presented at the October 6 School Board meeting to update the board about the library's grant proposal to the New Hampshire State Library (NHSL) Institute of Museum and Library Studies (IMLS) America Recovery Program Act (ARPA) grant program.
- Interviewed three Town Manager candidates.
- Attended the Friends of the Abbott Library Annual Meeting on October 14.
- Participated as a member of the hiring panel for the Sunapee Police Department on October 19.

Professional Development

- I have been re-elected to serve as the New Hampshire Library Association (NHLA) secretary for another year-long term.
- I have been accepted into the NH Bureau of Training's NH Supervisory Academy session that will take place from January 10 to March 21.
 - The course description is: The NH Supervisory Academy is an 8-week training program designed for entry-level managers & supervisors to enhance their knowledge and skills for success in their new role. Through twice weekly 90-minute group online sessions (M/Th) and self-paced work via a Moodle classroom, participants will cultivate the critical supervisory skills you need to maximize individual and team performance, manage conflict, balance workloads, maintain a civil and respectful work environment, develop individual staff, and make decisions. Students will learn material, participate in solo and group class activities, and then reflect on the application of new skills in their real-life work environment. Counts as 9-Months of Supervisory experience for classified positions within the Executive Branch of the State of NH. Successful completion of the Supervisory Academy is a pre-requisite for the new 12-month Certified Public Manager (CPM) program starting Summer 2022.
 - My participation in this program was a goal that was identified in my February 2021 review but due to a backlog of applicants, January 2022 was the earliest date I could begin the course.

Financial Management

- Second draft of 2022 budget with payroll numbers is attached.
- The all-day budget meeting for the Town of Sunapee Advisory Budget Committee (ABC) will be November 5. We have not received any information about what time each department will present its budget.
- I have confirmed that there are no Town of Sunapee GOFERR funds left and therefore, the library cannot be reimbursed for the third round of reimbursements that were submitted. I am working with Heather and Susi to be able to provide a full accounting of the amount that will not be reimbursed and how best to handle this situation in light of the audit of our 2020 accounts. s

Strategic Planning

- At the direction of the Goal 3 Committee purchased new "Ideas Box" and printed out "Ideas Form." There is also a link on the website to an online form for new ideas here:
<https://www.abbottlibrary.org/friends-of-the-library/ideas-box/>.

Collection Management

- Evaluation and weeding of the adult audiobook section continues.
- Inventory of the Juvenile (J) fiction section is completed
- Evaluation and weeding of the adult fiction section is complete.
- Weeding of the YA section is complete.

Buildings and Grounds Management

- Attended meeting about location of new shed on library property.
- The tent will be removed by the middle of October.
- A notice of the Request for Proposal (RFP) process for landscaping will appear in the Kearsarge Shopper on October 27. I have attached a copy of the RFP for your reference. Many thanks to Scott Hazelton for his help with drafting this RFP.

Staff Management

- Training of Neolani Conroy, Youth Services Librarian continues.
- We received 14 applications for the position of Library Aide III for Technology and Outreach. Three interviews were conducted. Jessie Gagnon has accepted the position and her first day of work will be October 21, 2021.
- Sue King, has begun training as a library aide substitute (with no scheduled hours) as two of our subs will be away during the winter months this year.
- A recent article in the NHLTA newsletter reported that prior to March 2020, the average number of job postings on the NH Library Jobline was five to ten. In September of 2021, there were 53 open positions advertised and the number of job postings has recently jumped to a monthly average of 20 to 30.
- I spoke with the Town Manager about the process for changing the Library Aide II position pay grade and she suggested an alternate way to achieve the same objective. She suggested re-writing the Library Aide II and Library Aide III job descriptions to make it clear that individuals who are in the position of Library Aide III have more decision-making responsibilities and some specific job responsibilities such as collection development.
 - For your discussion: Would the Board like to direct me to re-write the Library Aide II and Library Aide III job descriptions?
- I have attached a copy of the Work From Home policy with possible changes highlighted in yellow.
 - For your discussion: Does the Board want to adopt a work from home policy that allows for Abbott Library employees to work from home?

Planning and Development

- Target go-live date for the new Online Public Access Catalog (OPAC) with the Aspen Discovery layer is November 17th.
- On October 5, 2021, I received email notification that the Abbott Library's IMLS ARPA round #2 application is complete for minimum requirements and will be reviewed by a grant review panel. We will receive notification if the application is successful or not on December 1, 2021. I have attached the PDF of the grant narrative document for your information. Many thanks to Justin who patiently proofed and re-proofed multiple drafts.

Program Management

- Story hour under the tent resumed on September 23. We have had attendance of four, six, twelve and five.
- Mah Jongg will also continue outside as long as weather permits.
- We have 17 students registered for the afterschool program with LetGoYour Mind. The program will be attended by students from first, second and third grade and will take place on four consecutive Wednesdays, October 20 and 27 and November 3 and 10. Thanks to Brenda Thomas, the director of transportation for the Sunapee School District for continuing to allow the library to be a bus stop after school.
- Plans are being made for a virtual Thanksgiving centerpiece program on Friday, November 19. This program is sponsored by the Friends of Abbott Library.
- On January 14, 2022, the Abbott Library and the Sunapee Central Elementary School will meet virtually with Peter Brown a New York Times best-selling author of books such as Mr. Tiger Goes Wild, The Curious Garden and The Wild Robot. We will be ordering multiple copies of his books in advance of the event so that students can read his books.
- A virtual introduction to hiking class and a winter hiking skills class will take place the week before Thanksgiving. This program is sponsored by the Friends of Abbott Library.

Technology Management

- With the staffing of the Library Aide III position, I have added a staff computer to the main floor of the library to allow the staff to stay spread out during the work day.

State of Libraries in the Time of COVID-19

- The square footage of space in the Activities Room is approximately 432 square feet. According to the U.S. Fire Administration, a "conservative approach to converting the CDC's 6-foot separation criteria to an occupant load factor is to calculate the area of a circle with a diameter of 12 feet, which is equal to approximately 113 square feet per person." (https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html) That would allow for 3.8 (four) people in the Activities Room at a time. If the library used the guidelines set forth by the New Hampshire Department of Education that calls for three feet of separation, the capacity would be eight people. I have attached a copy of the Meeting Room Policy with possible changes highlighted in yellow.
- From September 10 to October 15 there have been as few as five cases in Sunapee and as many as 31 (on 10/13/21). On October 15 there were 25 active COVID-19 cases in Sunapee. On August 17, 2021 the number of fully vaccinated individuals in Sunapee was 2119 which was a vaccination rate of 61.56%. On October 13, 2021, the number of fully vaccinated individuals in Sunapee was 2147 which was a vaccination rate of 62.3%.
- I attended the SAU #85 school board meeting on Wednesday, October 6. Three parents spoke in favor of a mask mandate and two parents spoke against a mask mandate. The school board discussed masking briefly but took no formal action to change their re-opening plan which does not include a mask requirement.
- At the June 17, 2021 meeting, the Board voted unanimously to follow suit with Governor Sununu's lifting of COVID-19 orders concerning mask use and adopt a policy that the public is welcome to wear masks and unvaccinated people are encouraged to wear masks in the library and at library-sponsored events.

- For your discussion: Does the Board want to continue with this policy?
 - For your discussion: Does the Board want to return furniture to the library floor, reduce cleaning to three times a week and/or make materials such as toys in the children's area and newspapers available for shared use?
- Given the implementation of the COVID-19 Flow Chart and usage of the "5 Steps" document by the Town of Sunapee, the Abbott Library COVID-19 policy needs to be updated. I have attached a copy of the policy with the necessary updates, edits and deletions.

Chairs report – Oct 21

We will be meeting in the library starting at 6:30. The meeting will start with a discussion on Strategic Planning #3 – learning opportunities. In addition to our regular agenda items, we will be discussing the budget, Covid 19 policy, Shed and the staff positions/pay scale. I am also attaching a copy of the Sunapee School Exit Interview.

Please bring you Trustee notebooks to the meeting. I have made copies of the NHLTA handbook, and we will be inserting that into our Abbott Library Trustee notebooks.

Carol

Attached is:

The agenda for Thursday's meeting
Sunapee School Exit Interview questions.

SAU 85
EXIT INTERVIEW QUESTIONS

Name of Employee _____ Date _____

District _____ Grade _____

Position _____

People Conducting the Interview _____

Decline Participation in the interview process _____

1. What was your primary reason for leaving?

2. Did anything trigger your decision to leave?

3. What was the most satisfying part of your job?

4. What was least satisfying part of your job?

5. What would you change about your job?

6. Did your job duties turn out to be as you expected?

7. Did you receive enough training to do your job effectively?

8. Did you receive adequate support to do your job?
9. Did you receive sufficient feedback about your performance between reviews?
10. What would you improve to make the workplace better?
11. What was the quality of supervision you received?
12. What could your supervisor do to improve his or her management style?
13. What did you like most about the school?
14. What did you like least about the school?
15. Do you have anything else you would like to add?