

Attending the meeting were Carol Brudnicki, Chair, Jane Frawley, Secretary, Susi Churchill, Treasurer, Jim Harrison and Suzanne Tether, Secretary. Alternates Jon Reed and Bev Bjorklund served in place of Betsy Bowen and Nancy Berger, who had excused absences.

Library Director Mindy Atwood attended.

I. Chair's Remarks

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

II. Approval of Minutes

Jon moved that the minutes of the August 19 meeting be approved as amended, seconded by Susi. The motion passed unanimously. Jim abstained as he did not attend the August meeting.

III. Treasurer's Report

Susi reported that some Covid-19 related expenses would not be reimbursed through GOFERR funds. In all probability those monies granted to the Town have been disbursed.

Susi moved that the amount of \$3060.00 be moved from the Trust and Fines Account into the Donations Account. The motion, seconded by Bev, passed unanimously.

Susi made a motion, seconded by Bev, to move funds in the amount of \$3060 from the Donations Account to the Operating Account. The motion passed unanimously.

Jane moved that the Board approve the August Manifest of Bills. The motion, seconded by Jon, passed unanimously.

IV. Budget

Mindy went over the Preliminary Budget line by line with the Board and pointed out several footnote additions.

Trusts and fines decreased during 2021.

While electricity rates are increasing, the line item for electricity is much reduced because of the LED bulbs installed in the last year.

On November 5 the Advisory Budget Committee will meet with all Department Heads at the Annual Budget meeting.

Accounting contract fees are provided at a discounted non-profit rate.

Additional information on staffing expenses will be available for the next 2022 Budget discussion at the October Board of Trustees meeting.

V. Director's Report

Mindy worked to develop the flow chart involved with Covid-19 virus procedures and policy. These documents were included in the Board Meeting preparation packet.

An Employee Portal is under development for Town employees.

The Time Bank set aside for Town employees during the Covid-19 crisis will end on September 30.

The Sunapee Central Elementary School Kindergarten classes will visit the Library each month. Mindy really looks forward to spending time with and reading to the students. The children will not check out books during these school visits.

A grant proposal is being written to fund development and implementation of a project to create a shared catalog with the Abbott Library and the Sunapee Middle High School and the Sunapee Central Elementary School.

Mindy will have an opportunity to meet with the three candidates for Town Manager. In the Board Meeting preparation documents Mindy included the focus of her conversation topics.

Current Town Manager Donna Nashawhaty's last day is November 5.

A new Library employee, Alexa Grout, has been hired. A Sunapee resident, she goes by the name Alex. Please remember to greet her.

Ads have been placed for the Library III. Technology and Outreach position.

As requested at last month's Board meeting, Mindy addressed the Board's concerns about employee retention. In the interim, she spoke with staff about possible work situations such as work from home and other accommodations.

Budget impact is a concern. The Board has the ability to ask the Selectmen to change a position's grade. The Select Board has discretion to adopt COLA. The Board is interested in seeing the Town's salary scale.

In-person programming was discussed. The Board will determine policies on in-person learning and community room use as the Covid-19 situation develops this Fall.

The Trustees discussed policy parameters on Community Room use by outside groups. Several topics included capacity of the room, masking, the ongoing Covid-19 situation in New Hampshire and Sunapee. The Sunapee schools do not require masks.

Let Go Your Mind is a Lego based after school program that will be offered this Fall, one or possibly two days a week. The professional organizers require masks for all participants.

As part of the grant proposal, the Library may have technology equipment such as audio visual machines available for loan.

Beverly requested that a Board members and staff contact list be compiled and distributed.

VI. Abbott Library Friends Report

The Friends met on September 15.

Consensus is to engage a motivational speaker.

The Lego based Let Go Your Mind program will be offered after school once or twice weekly, as described above in the Director's Report. Thank you to the Friends for funding this program.

VIII. Abbott Library Foundation Report

The Foundation did not meet in the last month.

VIII. Strategic Planning Progress Report / ESC

- 1a. Communications within the Community (Michael, Bev, Mindy)
- 1b. Communications with partners (Suzanne, Mindy, Tim E.)
2. Role and responsibilities of Trustees (Carol, Peg, Mindy)
Carol announced that a second Board of Trustees folder detailing New Hampshire Library Trustee information is forthcoming.
3. Learning opportunities
Jim reported that there have been several meetings with various people. The sub-committee is collecting information and will present a report for discussion at the October Trustees' meeting.
4. Volunteers (Jane, Justin, Terri, Betsy)
5. Multi-purpose space (Susi, Mindy, Scott)
Possible gathering spaces in the community have been identified, and will be reported on at a future meeting.

IX. Chair's Report

Neither of the Abbott Library nominees for the New Hampshire Library Trustees Association awards was successful this year.

On the recommendation of the Friends of Abbott Library, the Board of Trustees nominated Mindy for Librarian of the Year Award.

The Board of Trustees nominated the Friends of the Abbott Library for the Sue Palmatier Award for Outstanding Support by a "Friends of the Library Group."

Mindy will request a copy of the Sunapee school end of employment discussion.

X. Old Business/Other Business

Suzanne discussed building ideas for the John Wilson Memorial shed. She has researched some options with Reeds Ferry Shed of Hudson. A small committee including Jim and Carol will work with Suzanne to bring more details for the Board's information at the next meeting.

Mindy will pursue issues of employment security for staff.

XI. Public Comment

XII. Adjournment

A motion made by Jane seconded by Susi passed unanimously. The meeting was adjourned at 8:15 pm.

Respectfully submitted,

Suzanne Tether
Secretary

Calendar:

October 21, 2021	Thursday - Trustee Meeting	6:30 pm
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

Abbott Library

Manifest of Bills

All Bills Entered August 2021

Accrual Basis

Type	Entered/Last Modified	Date	Account	Paid	Debit	Credit
Brodart Co.						
Bill	08/18/2021 10:20:21	08/06/2021	802-G · Collection Supplies	Paid	41.63	
Total Brodart Co.					41.63	0.00
Comcast						
Bill	08/25/2021 10:30:07	08/11/2021	341B · Internet Access	Paid	19.95	
Bill	08/25/2021 10:30:07	08/11/2021	341 · Telephone	Paid	114.01	
Total Comcast					133.96	0.00
Demco						
Bill	08/11/2021 10:02:38	08/03/2021	802-G · Collection Supplies	Paid	117.15	
Total Demco					117.15	0.00
Eagle Printing and Publishing						
Bill	08/25/2021 10:32:32	08/16/2021	802-B · Subscriptions	Paid	92.56	
Total Eagle Printing and Publishing					92.56	0.00
Eversource						
Bill	08/18/2021 10:22:28	08/09/2021	410 · Electricity	Paid	658.16	
Total Eversource					658.16	0.00
Ingram						
Bill	08/11/2021 10:04:24	08/03/2021	802-A · Books	Paid	28.44	
Bill Pmt -Check	08/04/2021 10:30:41	08/04/2021	802-A · Books	Paid		0.50
Bill	08/11/2021 10:05:20	08/04/2021	802-A · Books	Paid	528.74	
Bill	08/11/2021 10:06:02	08/04/2021	802-A · Books	Paid	458.67	
Bill	08/18/2021 10:23:57	08/04/2021	802-A · Books	Paid	31.01	
Bill	08/18/2021 10:23:17	08/05/2021	802-A · Books	Paid	15.52	
Bill	08/18/2021 10:24:42	08/06/2021	802-A · Books	Paid	16.49	
Bill	08/18/2021 10:25:25	08/10/2021	802-A · Books	Paid	32.63	
Bill	08/18/2021 10:25:58	08/10/2021	802-A · Books	Paid	47.60	
Bill Pmt -Check	08/11/2021 10:21:45	08/11/2021	802-A · Books	Paid		0.28
Bill Pmt -Check	08/11/2021 10:21:45	08/11/2021	802-A · Books	Paid		5.29
Bill Pmt -Check	08/11/2021 10:21:45	08/11/2021	802-A · Books	Paid		4.59
Bill	08/18/2021 10:26:54	08/11/2021	802-A · Books	Paid	235.82	
Bill	08/18/2021 10:27:32	08/11/2021	802-A · Books	Paid	16.58	
Bill	08/25/2021 10:35:09	08/12/2021	802-A · Books	Paid	15.52	
Bill	08/18/2021 10:30:22	08/16/2021	802-A · Books	Paid	25.79	
Bill	08/25/2021 10:35:55	08/16/2021	802-A · Books	Paid	25.79	
Bill	08/25/2021 10:47:53	08/16/2021	802-A · Books	Paid	25.79	
Bill	08/25/2021 10:33:26	08/17/2021	802-A · Books	Paid	236.05	
Bill	08/25/2021 10:34:01	08/17/2021	802-A · Books	Paid	4.45	
Bill	08/25/2021 10:34:30	08/17/2021	802-A · Books	Paid	15.77	
Bill Pmt -Check	08/18/2021 10:47:51	08/18/2021	802-A · Books	Paid		0.33
Bill Pmt -Check	08/18/2021 10:47:51	08/18/2021	802-A · Books	Paid		0.48
Bill Pmt -Check	08/18/2021 10:47:51	08/18/2021	802-A · Books	Paid		2.36
Bill Pmt -Check	08/18/2021 10:47:51	08/18/2021	802-A · Books	Paid		0.17
Bill	08/25/2021 10:49:16	08/18/2021	802-A · Books	Paid	31.02	
Bill	08/25/2021 10:50:05	08/19/2021	802-A · Books	Paid	11.38	
Bill Pmt -Check	08/25/2021 11:23:22	08/25/2021	802-A · Books	Paid		2.36
Bill Pmt -Check	08/25/2021 11:23:22	08/25/2021	802-A · Books	Paid		0.04
Bill Pmt -Check	08/25/2021 11:23:22	08/25/2021	802-A · Books	Paid		0.16
Bill Pmt -Check	08/25/2021 11:23:22	08/25/2021	802-A · Books	Paid		0.31
Bill Pmt -Check	08/25/2021 11:23:22	08/25/2021	802-A · Books	Paid		0.11
Total Ingram					1,803.06	16.98
Kennedy Landscaping						
Bill	08/11/2021 10:06:45	08/05/2021	440 · Outside Maintenance	Paid	422.50	
Total Kennedy Landscaping					422.50	0.00
Precision Software Corporation						
Bill	08/25/2021 10:51:11	08/20/2021	342A · Computer Support/Hardw...	Paid	60.00	
Total Precision Software Corporation					60.00	0.00
Quill Com						
Bill	08/25/2021 10:52:10	08/11/2021	802-G · Collection Supplies	Paid	35.00	
Bill	08/25/2021 10:54:03	08/17/2021	802-G · Collection Supplies	Paid	30.99	
Total Quill Com					65.99	0.00
Simply Clean Solutions						
Bill	08/25/2021 11:10:41	08/27/2021	62150 · Outside Contract Services	Paid	1,020.00	

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09/15/21
Accrual Basis

Abbott Library Donation Account
Statement of Financial Income and Expense
August 2021

	Aug 21
Net Income	0.00

1:03 PM

09/15/21

Accrual Basis

Abbott Library Donation Account

Balance Sheet

As of August 31, 2021

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
B201 · Cap. Campaign/Donation Account	19,518.42
Total Checking/Savings	19,518.42
Total Current Assets	19,518.42
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	259,803.29
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	-1,005.78
Total Equity	259,703.29
TOTAL LIABILITIES & EQUITY	259,803.29

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09/15/21

Accrual Basis

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

	<u>Aug 21</u>
Ordinary Income/Expense	
Income	
46400 · Other Types of Income	
46480 · Book Reimbursement	82.45
46481 · Non-Resident Fees	200.00
46487 · Printing/Copying Income	198.93
46488 · Fax	22.50
46489 · Overdue Conscience	<u>14.75</u>
Total 46400 · Other Types of Income	<u>518.63</u>
Total Income	<u>518.63</u>
Net Ordinary Income	<u>518.63</u>
Net Income	<u><u>518.63</u></u>

Abbott Library
Balance Sheet
As of August 31, 2021

	<u>Aug 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
B101 · Operating Account	38,137.59
B102 · Trust and Fines	20,661.89
Total Checking/Savings	<u>58,799.48</u>
Total Current Assets	<u>58,799.48</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>70,774.59</u></u>
LIABILITIES & EQUITY	0.00

12:48 PM
09/15/21
Accrual Basis

Abbott Library
Operating Account - Profit & Loss Budget vs. Actual
January through August 2021

	Jan - Aug 21 Actuals	YTD Budget	\$ Over YTD Budget	YTD Budget	Annual Budget	\$ Over Annual Budget	% of Annual Budget
Ordinary Income/Expense							
Income							
46400 · Other Types of Income							
46429 · Interest Operating Acct	228.40	0.00	228.40	0.00	0.00	228.40	100.0%
Total 46400 · Other Types of Income	228.40	0.00	228.40	0.00	0.00	228.40	100.0%
47200 · Program Income	3,060.00					3,060.00	100.0%
1 · Town Funding Contributions							
100 · Town Funding	85,887.72	76,344.68	9,543.04	76,344.68	114,517.00	-28,629.28	75.0%
101 · Town Funding Payroll & Benefits	181,642.99	233,285.36	-51,642.37	233,285.36	349,928.00	-168,285.01	51.91%
Total 1 · Town Funding Contributions	267,530.71	309,630.04	-42,099.33	309,630.04	464,445.00	-196,914.29	57.6%
Total Income	270,819.11	309,630.04	-38,810.93	309,630.04	464,445.00	-193,625.89	58.31%
Expense							
2 · Payroll and Benefit Expenses							
207 · Full Time Wages	84,152.34	106,391.36	-22,239.02	106,391.36	159,587.00	-75,434.66	52.73%
208 · Part Time Wages	55,104.34	62,128.00	-7,023.66	62,128.00	93,192.00	-38,087.66	59.13%
209 · Unused Sick Time	0.00	0.00	0.00	0.00	3,672.00	-3,672.00	0.0%
210 · Health Insurance	22,135.30	35,616.68	-13,481.38	35,616.68	53,425.00	-31,289.70	41.43%
215 · Life & Disability Insurance	1,305.92	1,896.68	-590.76	1,896.68	2,845.00	-1,539.08	45.9%
220 · Medicare	1,970.98	2,404.00	-433.02	2,404.00	3,606.00	-1,635.02	54.66%
221 · Employer FICA	8,772.38	10,280.68	-1,508.30	10,280.68	15,421.00	-6,648.62	56.89%
231 · Retirement Contribution	8,201.73	13,730.00	-5,528.27	13,730.00	20,595.00	-12,393.27	39.82%
250 · Unemployment Comp Insurance	0.00	348.68	-348.68	348.68	523.00	-523.00	0.0%
260 · Workers Compensation Insurance	0.00	414.68	-414.68	414.68	622.00	-622.00	0.0%
Total 2 · Payroll and Benefit Expenses	181,642.99	233,210.76	-51,567.77	233,210.76	353,488.00	-171,845.01	51.39%
3 · Prof. & Tech Services							
341 · Telephone	842.90	936.00	-93.10	936.00	1,400.00	-557.10	60.21%
341A · Fire Alarm	0.00	400.00	-400.00	400.00	400.00	-400.00	0.0%
341B · Internet Access	231.80	480.00	-248.20	480.00	720.00	-488.20	32.19%
342A · Computer Support/Hardware	1,570.00	3,100.00	-1,530.00	3,100.00	6,200.00	-4,630.00	25.32%
342B · Copier Lease	756.63	1,350.00	-593.37	1,350.00	1,800.00	-1,043.37	42.04%
365 · Equipment Repair	107.80	1,350.00	-1,242.20	1,350.00	1,800.00	-1,692.20	5.99%

12:48 PM
09/15/21
Accrual Basis

Abbott Library
Operating Account - Profit & Loss Budget vs. Actual
January through August 2021

	Jan - Aug 21 Actuals	YTD Budget	\$ Over YTD Budget	YTD Budget	Annual Budget	\$ Over Annual Budget	% of Annual Budget
Total 3 · Prof. & Tech Services	3,509.13	7,616.00	-4,106.87	7,616.00	12,320.00	-8,810.87	28.48%
4 · Facilities							
410 · Electricity	5,115.10	6,668.00	-1,552.90	6,668.00	10,000.00	-4,884.90	51.15%
411 · Heat	3,227.87	2,100.00	1,127.87	2,100.00	4,000.00	-772.13	80.7%
412 · Water	300.00	300.00	0.00	300.00	600.00	-300.00	50.0%
413 · Sewer	211.00	225.00	-14.00	225.00	450.00	-239.00	46.89%
430 · Bldg Repair & Maintenance	5,713.58	5,668.00	45.58	5,668.00	8,500.00	-2,786.42	67.22%
440 · Outside Maintenance	3,968.47	3,350.00	618.47	3,350.00	3,700.00	268.47	107.26%
Total 4 · Facilities	18,536.02	18,311.00	225.02	18,311.00	27,250.00	-8,713.98	68.02%
5 · Other Services							
520 · Insurance	0.00	0.00	0.00	0.00	3,196.84	-3,196.84	0.0%
540 · Training and Meetings	62.50	850.00	-787.50	850.00	1,350.00	-1,287.50	4.63%
550 · Programs	0.00	300.00	-300.00	300.00	500.00	-500.00	0.0%
555 · Advertising	229.50	434.00	-204.50	434.00	650.00	-420.50	35.31%
560 · Membership	310.00	350.00	-40.00	350.00	700.00	-390.00	44.29%
Total 5 · Other Services	602.00	1,934.00	-1,332.00	1,934.00	6,396.84	-5,794.84	9.41%
6 · Supplies							
610-A · Machine Supplies	139.56	800.00	-660.44	800.00	900.00	-760.44	15.51%
610-C · Program Supplies	430.79	2,000.00	-1,569.21	2,000.00	3,000.00	-2,569.21	14.36%
610 · General Supplies	747.58	1,000.00	-252.42	1,000.00	2,000.00	-1,252.42	37.38%
625 · Postage	276.00	200.00	76.00	200.00	250.00	26.00	110.4%
630 · Office Equipment	44.99	150.00	-105.01	150.00	325.00	-280.01	13.84%
640 · Custodial Supplies	316.39	642.39	-326.00	642.39	1,675.62	-1,359.23	18.88%
Total 6 · Supplies	1,955.31	4,792.39	-2,837.08	4,792.39	8,150.62	-6,195.31	23.99%
62100 · Contract Services							
62110 · Accounting Fees	0.00	1,468.00	-1,468.00	1,468.00	2,200.00	-2,200.00	0.0%
62140 · Legal Fees	180.00	3,000.00	-2,820.00	3,000.00	5,000.00	-4,820.00	3.6%
62150 · Outside Contract Services	8,870.00	2,400.00	6,470.00	2,400.00	3,600.00	5,270.00	246.39%
Total 62100 · Contract Services	9,050.00	6,868.00	2,182.00	6,868.00	10,800.00	-1,750.00	83.8%
7 · Capital Outlay							
750 · Furniture and Fixtures	0.00	0.00	0.00	0.00	300.00	-300.00	0.0%

12:48 PM
09/15/21
Accrual Basis

Abbott Library
Operating Account - Profit & Loss Budget vs. Actual
January through August 2021

	Jan - Aug 21 Actuals	YTD Budget	\$ Over YTD Budget	YTD Budget	Annual Budget	\$ Over Annual Budget	% of Annual Budget
Total 7 - Capital Outlay	0.00	0.00	0.00	0.00	300.00	-300.00	0.0%
8 - Library Materials							
802-A - Books	13,847.63	20,000.00	-6,152.37	20,000.00	30,000.00	-16,152.37	46.16%
802-B - Subscriptions	97.94	1,200.00	-1,102.06	1,200.00	4,300.00	-4,202.06	2.28%
802-C - Non-Print	3,002.87	3,400.00	-397.13	3,400.00	5,100.00	-2,097.13	58.88%
802-F - Software	1,527.70	2,700.00	-1,172.30	2,700.00	6,500.00	-4,972.30	23.5%
802-G - Collection Supplies	366.83	1,270.00	-903.17	1,270.00	1,900.00	-1,533.17	19.31%
802-H - E-Content	1,823.58	1,000.00	823.58	1,000.00	2,000.00	-176.42	91.18%
Total 8 - Library Materials	20,666.55	29,570.00	-8,903.45	29,570.00	49,800.00	-29,133.45	41.5%
9 - Bank Charges and Fees	5.00					5.00	100.0%
Total Expense	235,967.00	302,302.15	-66,335.15	302,302.15	468,505.46	-232,538.46	50.37%
Net Income	34,852.11	7,327.89	27,524.22	7,327.89	-4,060.46	38,912.57	

Chairs report – Sept 16

We will be meeting in the library for this meeting starting at 6:30

At this meeting we will be taking our first review of the budget for next year.

I am sorry to report that neither of our applications for Mindy to be named Library Director of the year and The Friends of Abbott Library for the Sue Palmer award to the NHLTA has been successful. I am attaching the letters I just received from NHLTA.

I will be forwarding the Sunapee School departure questionnaire in another email.

Carol

Attached is:

The agenda for Thursday's meeting

Letter from NHLTA on Sue Palmer award

Letter from NHLTA for Library Director of the Year

Shed information

September 13, 2021
Report on Abbott Library Shed research

Reeds Ferry Shed
Londonderry, NH

Contact: Matt Moriarty

Matt examined the existing documents and drawings provided by Tennant Goucher Architects and Jim Currier.

NOTES:

Price includes delivery and on site construction/installation

No hip roof and wide white horizontal trim

Yes on dormer over door

Yes on Pella wide front door and window upgrades

Standard windows – 18"W X 27" H 4 over 4 panes, functional with screens

No wide window or base trim

Standard wall height 6'4"

Vinyl shake exterior color choices
Wooden shakes – need painting

Normal wall height 6'4.5"

Interior Open studs, 16" on center

30 Year Warrantee

Required: 12'X20' cement slab **NO BOLTS**
Shed is anchored by zinc coated wedge anchors
RFS recommends slab vs. framed floor

Details/ questions to be decided

Upgrade prices noted

Concrete slab vs framed floor

Ramp to door

I contacted Andy Nichols and will request a slab quote.

Exterior shakes

Standard vinyl shakes - color choice

Special color shaded vinyl shakes - \$720 upgrade

3 Tab shingles in short supply and currently choice of 3 colors only

Architectural shingle roof, \$240 extra

Window choice – standard vs. custom

Upgrade cost to be determined by market price

Door choice – size – front door and side door, cost determined by size

Pella 5' door \$972 6' Door \$1050

Garage door plus front door? J. Currier design has both

Wall height to accommodate door 7' \$704 8' \$1408

Mini Dormer \$855

Sunburst window – standard

Basic 12'X20' shed \$16,609

Upgrades:

Pella door

\$972 5' door

\$1050 6' door

Mini dormer window

Increased wall height to accommodate larger door

\$704 7' walls

\$1408 8' walls

Architectural roof shingles

Shaded shakes

All delivery and installation/construction fees included

Estimate with upgrades: \$20,084

Currently booking February Delivery

Price increases expected for next year

Abbott Library Trustee Meeting Agenda

Thursday Sept 16, 2021 6:30 pm

- I. Chair's Remarks**
- II. Approval of Minutes**
- III. Treasurer's Report**
- IV. Budget**
- V. Directors Report**
- VI. Abbott Library Friends Report**
- VII. Abbott Library Foundation Report**
- VIII. Strategic Planning Progress Report /ESC**
 - 1a. Communication within the community (Michael, Bev, Mindy)
 - 1b. Communication with partners (Suzanne, Mindy, Barbara, Tim E.)
 - 2. Role & responsibilities of Trustees (Carol, Peg, Mindy)
 - 3. Learning opportunities (Jim, Justin, Caitlin, Mindy Jan Harrison)
 - 4. Volunteerism (Jane, Justin, Terri, Betsy)
 - 5. Multi-purpose space (Susi, Mindy, Scott)
- IX. Chair's Report**
- X. Old Business/Other Business**
 - 1. Town Master Plan - Jon
 - 2. Shed
 - 3. Covid 19 – library policies update
- XI. Public Comment**
- XII. Next meeting October 21 - Adjournment**

Calendar:

October 21, 2021	Thursday – Trustee Meeting	6:30pm
November 18, 2021	Thursday – Trustee Meeting	6:30 pm
December 16, 2021	Thursday – Trustee Meeting	6:30 pm
January 20, 2021	Thursday – Trustee Meeting	6:30 pm

**Director's Report
September 16, 2021**

Public Relations and Advocacy

- Continue to participate in monthly New Hampshire State Library (NHSL) Director's Calls
- Have resumed attending New Hampshire Department of Homeland Security and Emergency Management calls every other week.
- The kindergarten classes from Sunapee Central Elementary School will visit the Abbott Library once a month, on the third Friday of the month.
- Attended Town of Sunapee Emergency Management meeting.
 - Created a flow chart for Town of Sunapee employees that shows the steps to take in the event of exposure to COVID-19, exhibiting symptoms of COVID-19 or following international travel. That document is attached to this report. The document will be reviewed by the Emergency Management committee and then be distributed to all town employees.
- Attended Selectmen's meeting on August 23 to witness award given to Sunapee Police Department and the swearing in of the new Deputy Town Clerk and Tax Collector!
- On September 20 and 21, I will meet with the final three candidates for the Town Manager position. All department heads have been given the opportunity to meet with the candidates for about an hour. I have expressed appreciation to both the current Town Manager as well as the Selectboard for this opportunity. I have attached a copy of the five questions I will ask each candidate as well as the rubric I will use to evaluate each of them.
- I will present at the October 6 School Board meeting to update the board about the library's grant proposal.

Professional Development

- I have been asked by Assistant State Librarian Lori Fisher to serve on a panel about public libraries at the New Hampshire Municipal Association's (NHMA) annual conference. The panelists will be Lori, myself and a library trustee. The panel description is as follows:

Title: Build A Climate of Public Library Support for Your Community

Description: Many library trustees, whether appointed or elected, come into the position through a love of learning, reading, or community activism. While this is laudable and passionate, there are definite elements of community governance, NH RSAs, and relationship-building best practices that can make a huge difference regarding library support. Our panel of speakers will provide an overview of things to consider implementing as foundational elements for continued public library support in your community long after your trustee term has ended.

This is an exciting opportunity as Lori reports that to her knowledge, this is the first time NHMA has ever reached out to the State Library to participate in their conference! The conference takes place November 17-19.

Financial Management

- We have received our reimbursement check from the NHSL for Round #1 of the ARPA grants.
- First draft of 2022 budget and supporting document are both attached.

Strategic Planning

- Met with Jim Harrison about Goal 3
- Met with Caitlin Clapp about Goal 3

Collection Management

- Evaluation and weeding of the adult non-fiction section continues.
- Inventory of the Juvenile (J) fiction section is nearing completion.
- Evaluation and weeding of the adult fiction section will begin in the next month or so. As a refresher, I have attached the Abbott Library's Collections Policy which calls for "a continual withdrawal and replacement process."

Buildings and Grounds Management

- I have not yet had a chance to advertise the request for proposal for landscaping.
- The tent will remain in the upper lot at least through the end of September.

Staff Management

- Training of Neolani Conroy, Youth Services Librarian continues.
- We received 10 applications for the Children's Library Aide position. I interviewed two applicants and have hired Alexa Grout to the Children's Library Aide. Alex has a background in special education and lives in Sunapee. I have also asked the other applicant, Sue King to train as a library aide substitute and she has accepted.
- I have posted the Library Aide III for Technology and Outreach position on the Vermont Library Association website, the NHSL job blog and on Indeed.
- In follow up to the conversation at the August 19 Trustees' meeting, I have spoken with the Abbott Library staff about policies and procedures that would contribute to employee retention. Everyone was supportive of the idea of being offered the privilege of working a small percentage of scheduled hours from home. Some employees indicated they would likely not utilize the opportunity but appreciated the Board's interest in the topic.

There was also conversation about rates of pay. The Valley News recently reported that all Dartmouth-Hitchcock Medical Center employees will make at least \$17/hour. The Lebanon co-op has raised its minimum rate of pay to \$14/hour. Library Aides at the Abbott Library make between \$15.54/hour and \$17.31/hour.

Finally, one employee expressed a wish for the ability to accrue more paid time than the current policy for part-time employees allows. Currently regular part-time employees are allowed the same number of paid days off as they are regularly scheduled to work. If an employee is regularly scheduled to work 28 hours/week, he or she is permitted 28 hours of paid time off.

Planning and Development

- I continue to work with the Sunapee School District to write a grant proposal for the New Hampshire State Library's competitive ARPA Grant program. The deadline to submit a proposal is October 1.

Program Management

- The Abbott Library administered 119 Reading Counts tests.
- Story hour under the tent will resume on September 23.
- Mah Jongg will also continue outside as long as weather permits.
- LetGoYour Mind which is a company we have worked with in the past, is willing to offer a four-five-week after school program. Their requirement is that all children be masked at all times. (See State of Libraries in the Time of COVID-19 for discussion.)

Technology Management

- I continue to attend weekly trainings to set up the library's new On-line Public Access Catalog (OPAC) with Aspen Discovery. There is a significant amount of set-up that needs to be done in advance of "going live." The goal is to go live in mid-November.

State of Libraries in the Time of COVID-19

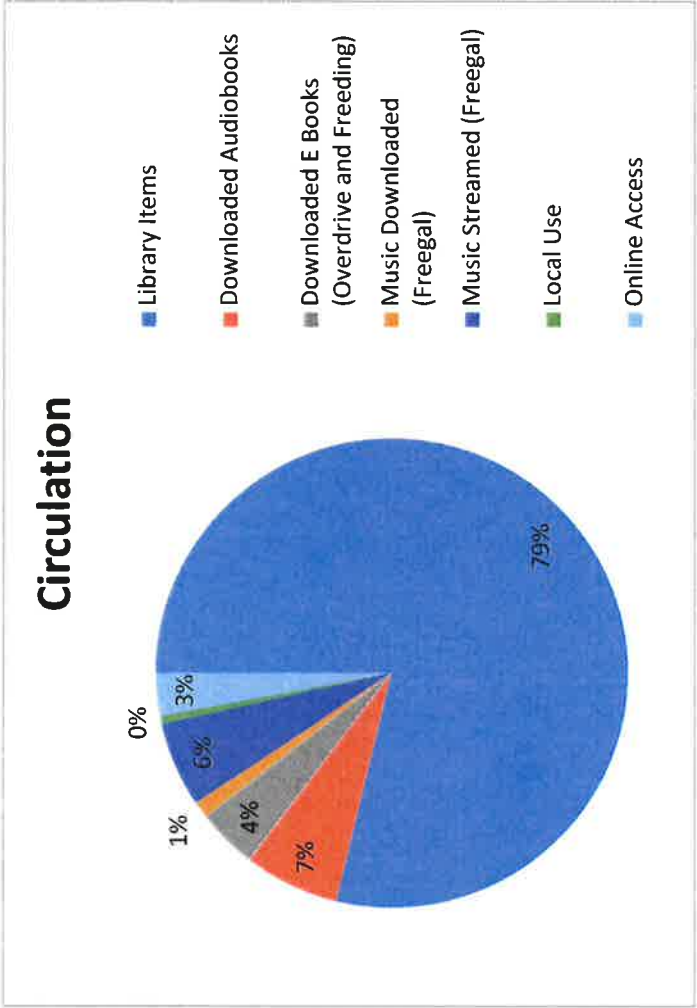
- I continue to monitor statistics on the New Hampshire COVID-19 Response website. From July 29 to September 10 there have been as few as zero cases in Sunapee and as many as eight (on 8/16/21). As of September 10, 2021 there were seven active COVID-19 cases in Sunapee. On August 17, 2021 the number of fully vaccinated individuals in Sunapee was 2119 which was a vaccination rate of 61.56%. On September 10, 2021, the number of fully vaccinated individuals in Sunapee was 2127 which was a vaccination rate of 61.79%.
- I attended the school board meeting on Wednesday, September 1 and there was no discussion of requiring masks in Sunapee schools.

For your discussion: In-person programming. The current practice, per the Board of Trustees, is that decision lies with the staff person who is coordinating the program. Is that the practice the board would like to continue?

August 2021

Circulation	
Library Items	3,430
Downloaded Audiobooks	287
Downloaded E Books (Overdrive and Freeding)	180
Music Downloaded (Freegal)	50
Music Streamed (Freegal)	254
Local Use	24
Online Access	129
Total Circulation	4,354

Toatal Reference	276
Patron Visits	2,196



Library Use:	Aug 2021	YTD 2021	YTD 2020	% Change
Library Items	3,430	22,128	17,390	27%
Downloaded Audiobooks	287	2,219	2,109	5%
Downloaded E Books - Overdrive and				
Freeding	180	1,541	1,894	-19%
Music Downloaded - Freegal	50	558	751	-26%
Music Streamed - Freegal	254	1,528	2,820	-46%
Local Use	24	179	413	-57%
Online Tools Total	129	1,155	1,997	-42%
Breakdown of Online Tools				
Ancestry	0	0	5	-100%
Kanopy (videos)	104	591	600	-2%
EBSCO	4	24	82	-71%
Mango	21	42	24	75%
New York Times		496	1,210	-59%
Great Courses	0	2	76	-97%
Total Circulation	4,354	29,308	27,374	7%

Patron Visits	2,196	9,250	7,251	28%
New Registrations	40	153	71	115%
Internet Sessions (public computers)	263	818	668	22%
Wireless Usage	436	2,486	2,599	-4%
Program Questions	48	305	183	67%
Regular Reference	93	778	491	58%
Extended Reference	3	38	42	-10%
Readers' Advisory	44	270	179	51%
Tech Help	82	417	262	59%
Extended Tech Help	6	32	36	-11%
Total Reference	276	1,840	1,193	54%

Website	Aug 2021	YTD 2021	YTD 2020	% Change
Visits	1,128	10,994	10,747	2%
Unique Visitors	721			
Avg Visits per Day	36.4			

Programs This Month	Adult	Child	Adult YTD	Child YTD
Number of Programs	4	5	25	52
Number of Attendees	22	96	301	881

	Activities /			
Meeting Room Usage in Hours	Tent	Conference	Activ YTD	Conf YTD
	16	0	36	0
Children's Computer Sessions	0			
Volunteer Hours	Aug 2021	YTD 2021		
	77.00	805.8		
Web Chats	Aug 2021	YTD 2021		
	9	74		

Criteria	5 (Excellent)	4 (Above Average)	3 (Average)	2 (Poor)	1 (Unsatisfactory)
Experience with public libraries	Extensive work with public libraries within the municipal setting. Can articulate at least three other services libraries provide in addition to loaning books. Enthusiasm for public libraries is evident.	Above average amount of work with public libraries within the municipal setting. Can articulate at least two library services provided by libraries in addition to loaning books. Positive attitude towards libraries is articulated.	Some work with public libraries in a municipal setting. Articulates at least one library service provided by libraries in addition to loaning books. Positive attitude towards public libraries.	Awareness of public libraries as a town department. Articulates that library is a source of shared materials for the community. Neutral attitude towards public libraries.	No experience with public libraries either professionally or personally.
Knowledge of and experience with NH public library RSAs	Full knowledge. Has experience working with NH public library RSAs. Clearly articulates an understanding that library board of trustees have the entire custody and management of the public library. Provides an example of experience with these RSAs	Above average knowledge of and experience with NH public library RSAs. Articulates understanding about the role of the library board of trustees to serve as fiscal agents for the library and policy setters.	Some knowledge of and experience with NH public library RSAs. Articulates some understanding about the role of the library board of trustees.	Demonstrates some knowledge that public libraries are different than other town departments in some ways.	Unaware of NH RSAs that govern public libraries. No experience working with public library board of trustees.
Volunteer management	Extensive experience with volunteer policies and practices. Great enthusiasm for recruiting volunteers. Direct experience managing volunteers in at least two different settings. Articulates innovative ideas for recruiting volunteers	Significant experience with volunteer practices and procedures. Experience managing and/or recruiting volunteers. Enthusiasm for volunteers OR innovative ideas for recruiting volunteers (but not both).	Some experience with volunteer practices and procedures. Some experience managing and/or recruiting volunteers.	Experience with volunteer practices and procedures OR experience managing and/or recruiting volunteers (but not both).	Does not articulate any value in volunteers. Has no ideas for management or recruitment of volunteers.
Collaboration with school district	Demonstrates great enthusiasm for collaboration between town departments and school district. Articulates at least two innovative ideas for collaboration between school district and town departments. Articulates support for town departments to collaborate with school district	Willingness to collaborate with school district. Articulates at least one innovative idea for collaboration. Is supportive of town departments collaborating with school district	Acknowledges value in communication between town departments and school district. Articulates support for some collaboration between town departments and school district.	Is natural about collaboration. Articulates no relevant experience with or ideas for collaboration between town departments and the school district	Articulates concern about collaboration between school district and town departments. Articulates preference to limit collaborative efforts between town and school



TOWN OF SUNAPEE EMPLOYEE SCREENING ALGORITHM

AS OF 9/13/2021

