

HMML Minutes 10/17/17

Meeting Called to Attendance : 7:08pm

In Attendance:

Charlie Goodspeed

Elaine Miskinis

Michelle Wheeler

Michelle Hogan

Ben Brown

Jen Chapman

Absent:

Lara Croft

Secretary's Report:

- Motion to accept September minutes passed unanimously

Treasurer's Report:

- Budget for Part Time Salaries YTD is at 91% - August part time was \$8,274.26. Which seems a bit high. Michelle is going to double check that to see if there's an issue or mistake in the calculation because, that's about double what we spend in an average month. There is some concern that we're going to exceed our budget for the year. But, our outreach has already been accounted for, so there won't be additional spending in that category. And, if there's an error in the Part-Time salary category, then once that gets corrected we should be fine for the remainder of the year. We still have some extra funds so there's a "buffer" since some expenses were a bit lower than estimated (chairs and computers came in under budget). We'll come in close to budget, but we shouldn't go over. But, if it looks like there will be an issue we'll be sure to keep an eye on it and address it as we get closer to the end of the year.
- We have money in our non-lapsing account. Usually we pay for summer reading out of non-lapsing, but Summer Reading came out of our regular account because of the ways the bills were paid (debit card was used this summer, which pulls from the regular account). So, if we need to move funds over, that's something we can do.

Director's Report:

- Computer use and circulation went up. Downloadable books and interlibrary loan went down a bit. There was a lot of computer usage this month. Donations are a bit low right now just because they were just deposited.

Youth Report:

- Storytime, Children's yoga both picked up a bit this month in terms of attendance.
- Make a Pizza party to use vegetables grown in garden had 14 people.
- SLC story time has been well attended, and Paws to Read program (with service dog) has had about 5 people per session. Those are open to the public and they will probably run about once a month. There is a new book club forming, Classics. There's also a Mystery group and a Contemporary.
- Scarecrow voting will go on through the 29th. 94 people/families participated. Library gets \$1,400 from the Friends of the Library as a result.
- Citizens Bank offered an Identity Theft presentation.
- Subs vs. Part-time was discussed last month. Ben would like to have one more sub on call just in case we ever have the need for one. Board voted unanimously to add another sub on the "call list" for the library.

Other Business / Library Addition Update:

- Michelle met with the Board of Selectmen and the budget was approved for next year.
- Ben is going to set up a Paypal account so that people can give donations through the website via Paypal. The sign that we'll put up will indicate that we will accept donations via Paypal as well as via cash, checks etc. We were waiting for the 501-3C for the Friends Group (IRS) and there's a bit more investigating to be done to find out if donations are tax deductible.
- The question was raised that we might need to open a third account allocated only for Building Fund donations. It would be done through the library's tax exempt status.
- It will be important to keep Michelle W. in the loop as treasurer when decisions are made regarding donations, funds, Paypal etc.
- Ben drafted a Book Selection policy as well as a policy if someone has a question about a selection or wishes to request a review of a selection in our collection. This policy addresses how books are selected as well as how the decision to purge books from the collection is made. It also includes the procedure for Reconsideration of Materials and a form. The Library Bill of Rights is also included and will be on the website.
- The website is up and running and it looks fantastic.

Motion to Adjourn 7:46 pm. Passed unanimously.