

HMML Library Trustee Minutes 8/15/17

Meeting called to order 7:04pm

In Attendance:

Charlie Goodspeed

Jen Chapman

Elaine Miskinis

Michelle Wheeler

Ben Brown

Michelle Hogan

Lara Croft

Secretary's Report:

Passed June Minutes (There was no July Meeting)

Treasurer's Report:

Budget due August 20th, new line item to increase staffing. In terms of books we're doing okay for the moment, especially given the lack of space in the current building. Lara asked about the library's current FTE (number of total hours by all employees combined divided by 40 hours = the equivalent number of full time employees). The library is open 52 hours a week and we're at around 1 to 2 FTEs. Lara said that when their new library was built the volume of visitors increased substantially so we should plan for that, since right now our staff is fairly stretched. The suggestion was made that we look at comparable hours in similar libraries and staffing to get an idea of where we should be, before the budget meeting.

We're at 64% of our budget, which isn't bad at all given that it's August. It's in keeping with our projected budget in terms of where we would expect to be at this point in the year.

The extra money from the account that needs to be spent (\$1,500, \$1,636 were spent for curtains \$477 hardware) (\$1,575 and \$1,575 were paid to Helpful Website). That leaves us with \$6,763.10 left in that account to be spent before next year. The suggestion was made that we use that money for laptops, or we could switch the lights to LED bulbs, which would make the colors more uniform, and they would ideally need to be replaced less frequently. That would be apr \$130 per fixture, which would bring it to just over \$4,000 for all of the lights. Computers may be more critical to the public than new, updated lights. Another option was an upgrade to the printer. A new printer might be less expensive in terms of cartridges. The idea of a 3D printer was floated around, but we'd need space for them and also staffing (a staff member would need to be with it at all times while it's in use). Charlie said that the one at UNH is running 24/7 and they can leave it overnight; so it may depend on the make and model of the printer. We'll keep it on the back burner for now. Another idea is that furniture might be a good idea, since the

upstairs chairs don't have arms, and many of our elderly visitors need chairs with arms for their comfort and safety. So, that's another option.

Lara mentioned that there is a way to make solar eclipse glasses on a 3D printer. We talked about the eclipse and programs that some libraries have regarding programs etc.

Directors Report:

17 new patrons in June. Programs in June were well attended. The Isreal presentation were well attended. In July there were many programs that were all well-attended. The outdoor concert had over 50 people, the summer reading program had a great turnout. 93 Kids signed up for the summer reading. The summer reading kick off party had 70 people and when the fire limit was reached they had to shut the doors and the same was true with the end of summer reading program party which also had 70 people (the limit for fire code).

Addition Update:

The library is well attended. Our patrons have been attending the special programs and the variety of programs is truly staggering for a library our size (most larger libraries don't have anywhere near what we have in terms of programs). The staff has been working hard to create lovely gardens, to beautify the library with curtains, the Friends have been raising funds and working to support the library. We are at an ideal time to push for the expansion. We don't want to stick our hands out and ask for money, but one thing we could do is to look at the services that we're adding to the community. If we look at it in terms of raising money to provide expanded services to the community it might be a better sell for the town. We need to think of creative, enticing ways to raise the necessary funds.

Our proposed reasons for expansion:

- We need more space for books and DVDs, especially the DVDs. We can't present the collection due to space constraints.
- We need more room to meet, especially after hours for groups who would like to meet. Space for tutoring and other after-school programs are necessary
- We need space for more computers for our patrons.
- We need space for the Girl Scouts and other scouting groups (the groups are too large for our limited space)
- Concerts and other popular functions where we have to turn people away because we reach capacity per fire codes.

Our patrons are utilizing the library in ways that they never have before, and the time feels right to begin another serious look at an expansion. To that end, Charlie looked at signs, \$445 or \$410 are the estimates. Our chances for grants are very low; a 20 year bond is an option (around 6% interest). Dedication bricks are expensive and they might not be cost effective in terms of the expense of the bricks vs. the money that would go toward the expansion (it would only come out to about \$20 a brick coming back to us for the fund). The plan is to have the sign up for September 1st (with a fundraising plan in place).

The template for the website is complete and now the copy is being completed; the new website should be up and running soon. (Ideally the website will be completed by the time the fundraising efforts kick into gear).

We are looking into using "Constant Contact" so that we can create a newsletter that will go out to our patrons to keep them up to date about the library expansion. We can ask patrons if they'd be willing to be on a mailing list for updates; we just can't add them without their permission.

Meeting adjourned to Executive Session pursuant to RSA 91---A:3 paragraph II ---a and RSA 91--A:3 paragraph II --c at 7:58pm

Meeting called to order 8:05

Meeting adjourned 8:06