

HMML Minutes May 23, 2017

Meeting called to order 7:04PM

Present:

Jen Chapman
Charlie Goodspeed
Lara Croft
Michelle Wheeler
Ben Brown
Michelle Hogan

Guest:

Josh White, UNH

Secretary's Report:

- April Report Passed

Treasurer's Report:

- Discussion about paying for some programming out of non-lapsing fund if needed. Ben said there was a Kids Books and Arts Grant for Summer Reading that will fund that program.
- Discussion regarding additional money that is currently in our bank account and how to access the funds. The auditor said that we don't need to go through the Board of Selectmen. If we have a line item labeled: "Use of Beginning Fund Balance" and that would keep the budget from becoming over-extended.
- Discussion regarding disbursement of funds from the Town and the need to begin the year with a zero balance in the account (not in the non-lapsing account, that can hold a balance). A "Memo of Understanding" with the Town was discussed that outlines when and how funds are disbursed so that we can get down to the zero balance at the end of the year and not be working with limited funds in January before the first check of the year is disbursed.
- New Air Conditioners came out of maintenance/repair budget.
- New curtains estimated at \$3136.00 for curtains and hardware. Curtains are important because of the sun coming in on the computers. Lara is going to check on blinds and valances vs. curtains and the library staff will make the final decision.
- Ben got an updated quote on the website (around 18-21 pages on the site). \$3150.00 was the quoted amount. That would come out of the surplus fund.
- NHLTA Association Dues. Those need to be paid.

Other Business:

Josh White, recent UNH graduate met with Board of Selectmen on May 8th to go over proposal for library expansion proposal. Issues raised - tearing down the Fire Station, there was a unanimous vote to demolish it in 2012 but in spite of that, there has been some push back at the recent Selectmen meeting. There is some discussion by the Fire Department about making that building a fire museum. At this point we're not going to go forward with a proposal that includes demolishing the Fire Station. The storage would be increased by 40% with the proposed addition. The proposal involves three bathrooms and changes to walls and shelves to maximize space. There will be a computer lab with around 8 computers, two quiet study rooms with a moveable divider so that the room can be expanded as needed for more space. There will be an elevator to make the library handicapped accessible. There will be a sprinkler system that will only go off in the area where fire is located (to protect books). Right now the library is not up to code, so the renovations will need to take the code into account. Lara asked about the book drop and whether or not it would be possible to have it attached to the building so that the staff doesn't have to go outside to retrieve books. There will be storage and an exterior door for easy access. The function room will have tile and the other rooms will be carpeted (except for the restrooms). Raising funds for the addition was discussed and to begin to promote donations.

Director's Report:

Everything is up except for circulation. Book sale is on for Memorial Day 9-1 Rain or Shine, but the Friends said that if the parade is cancelled they won't hold the book sale. (The book sale is put on by the Friends.) Carpets were cleaned on Sunday so the library was closed for the day. Carpets look great. Gardens look great. We're using a new office supplier that offers a better deal on ink cartridges and paper, so we're giving them a try. We're going to keep the library open on Sundays over the summer.

Children's Room Report:

30 people came to the last concert and they're looking at doing outside concerts as the weather gets warmer. April break was slow at the Children's Room. Book groups and knitting and crafts group have been well attended. Meditation workshops have been running; they're not as well attended as some other programs but she's hoping they'll pick up. Michelle Hogan brought up the idea of a gala to raise money for the expansion. Jane Kelly said she'd be happy to do a program for the library to raise money. Any fundraising needs to be done through the Friends (rather than the trustees); we're starting to look into fundraising options.

Request to adjourn 8:13

Adjourned 8:14