

## HMML Minutes November 21, 2017

### In attendance:

Michelle Wheeler

Ben Brown

Elaine Miskinis

Charlie Goodspeed

Jen Chapman

Lara Croft

Community Member:

Glenn Frederick

Called to order 7:04pm

### Secretary's Report:

Passed unanimously

### Treasurer's Report:

- We are a little over our Outreach budget but some of our materials that we usually pay out of non-lapsing for summer reading program came out of Outreach budget this year. So, we'll transfer money from non-lapsing over to Outreach (in the amount that was used for Summer Reading this summer).
- We received a donation from the Herbert A. Grant & Iva B Grant Charitable Trust for \$500.00
- There was an increase in technology in September (Follet card catalogue - it's a once a year expense).
- Michelle will compile a final list of all of the "extra" expenses (chairs, computers, etc.)
- In previous years if there was a portion of the budget left over it accumulated, but going forward any excess funds will be returned to the Town. Discussion ensued regarding what happens with any excess funds. By law, libraries can either keep the funds or return them to the town. Generally, we won't have excess at the end of the year, but in case we do, we need to address what we plan to do with excess funds.
- Discussion ensued regarding the "Legal" line item and whether or not that needs to be
- Discussion ensued regarding the terminology regarding creating a "new full time position" vs. expanding the current position.

### Director's Report:

- 24,013 attendance this year. Last year we were at 21,679. So, there has been a significant increase.
- Downloads are down a bit since last year but physical circulation is up. We had 25 new patrons this month, in part because the scarecrow voting took place in the library.

- Scarecrow Contest was an enormous success and it brought significant people and funds into the library. (96 kits were sold by the library)

### Youth Room Report:

- Numerous activities over the month of October
  - Halloween Party and Magic Show
  - Paws to Read therapy dog on Saturdays in the library
  - Book groups are growing (contemporary has over a dozen now)
  - Neighborhood Beer Company
  - NH cemeteries and gravestones
- Selection process for books was accepted
- New website launched and it's looking good. Very user friendly and easy to update. Ben is continuing to update it.
- Donation site is being set up right now. Tax deductible donations will be accepted through Pay Pal or by credit/debit card. Charlie is setting up the account with the bank and Jason from the Friends will be managing the account.
- The board moved to hire Sylvia Nollet as a sub for the library as needed. Motion passed unanimously.

### Budget Discussion

- Michelle attended the Budget Committee meeting. The Budget Committee questioned the fact that we put in for another full time position. This adds on health insurance and other expenses beyond the salary. Michelle raised the issue of FTE (Full time equivalent - number of hours employees work in relation to number of hours the library is open). We are a bit over-extended, especially given the number of new programs in effect. The Board suggested that we add more part-time positions rather than a new full-time position. Michelle suggested that for continuity in the library it might be better to have a full-time position. In the end the Board stated that what another library does, or the FTE in general, is not impact their decision regarding this library.
- The reason we feel that we need a full time position is that we need someone with more expertise than help with circulation (which a part timer would be handling). We need someone who can help with programming and who has the expertise to help to lighten the load of an over-burdened staff. The Trustees will attend the Budget meeting on December 6, 2017 to state our position regarding the need for a full-time position.
- Discussion ensued regarding the process regarding the move toward hiring a new full-time employee vs. transitioning a current part-time employee to full time. (There is no RSA regarding part-time vs full-time.)
- A member of the community took the floor and told the Trustees that several years ago the Town clerk's position was moved from a part-time to a full-time position without having to advertise the position, and there is no legal reason why that can't be done with the library. The Trustees will look into this further to see if there is a law stating that the position can't be shifted from part-time to full-time without going through a hiring process.

Request to adjourn to executive session pursuant to RSA 91---A:3 paragraph II ---a and RSA  
91--- A:3 paragraph II --c  
8:04pm