

HMML Minutes 12.11.17

7:05 Called to Order

In Attendance:

Ben Brown
Michelle Wheeler
Elaine Miskinis
Charlie Goodspeed
Jen Chapman
Lara Croft

Absent:

Michelle Hogan

Secretary's Report:

- November Secretary's report accepted unanimously

Treasurer's Report:

- There was a question about part time salaries back in August - it said the PT salaries were a little over \$8,000 which is considerably higher. It turns out that that wasn't a mistake. August was a 3 paycheck month, but even so it was considerably higher. We had slightly higher hours for some employees but still, that amount seems high so we'll need to look into it. Lisa has access to the timesheets in Town Hall so we can go back and take a look at last August.
- Creative Cloud will come out of technology. It's a subscription to Adobe software (Photoshop, etc.)
- It looks like we're on track in terms of our heating budget, salary budget etc.
- We have \$500 in our checking account right now, so we'll want to keep a close eye on the debit card expenses etc. It's a good thing that we're ending the year close in terms of budget, but we'll want to be aware of it.
- The board went over the budget that was proposed to the Board of Selectmen and approved at the Board of Selectmen's meeting

Director's Report:

- Downloads are down a bit compared to last year
- Attendance is at or above where it was this time last year
- Audiobooks aren't being used very much, but ebooks are still doing well (though it's down a bit). Attendance is up, which means people are physically coming into the library more.
- Our state catalogue hasn't been updated since 2013. (This means our collection isn't showing up in the interlibrary loan system). Ben is working on getting that updated.
- Copies, faxes and printing have increased and people come in specifically to fax or print.

- We don't have set late fees but the "jar" is taking collections

Youth Room and Programs:

- Girl scout meetings are back in the library.
- Book clubs
- Josh Judge book signing
- Sky Watch program went well and was well attended (40 people)
- The holiday party on the December 1st was very well attended (close to 60 people)
- Donation page was set up on the website
- Charlie met with Nicole Bizarro (Recreation Dept) to talk about what activities would fall into Recreation Dept and which programs will go on in the library. We want to see where and how we can work collaboratively so that we're not at cross purposes. Nicole will be invited to the January meeting.
- If people have tech questions drop in times with a "tech expert" can be a way to get people's questions answered without pulling the staff away to become "tech support"

Other Business:

- The board discussed meeting with the Budget Committee to explain our reasons for wanting to expand our part time position to full time.
- Looking at increases in programs under Michelle Hogan - the reality is that if we were to hire a new part time employee that person would not be able to take on the kinds of programs and increases in programs that Michelle Hogan has been able to facilitate.
- The Board of Selectmen has generally posted positions as new positions, but there are reasons, both legal and ethical why in this particular case this might not be the best route to take. In the end we would like the approval of the Board of Selectmen, however we know what is best for the library and as trustees we have an obligation to have an adequately staffed library.
- Budget implications of increasing the position from part-time to full-time were discussed.
- Donation PayPal was set up for donations for the library expansion. Donations are tax deductible.
- Lara is going to look into the RSAs to see if we can fundraise for the library and aside from the Friends' group nobody has really stepped up; we're going to see how active trustees can be in the process of fundraising.

Motion to adjourn proposed 7:55

Accepted unanimously

Adjourned 7:56pm