

HMML Trustee Meeting 2/20/18

Meeting Called to Order: 7:04pm

In Attendance:

Lara Croft

Ben Brown

Elaine Miskinis

Michelle Wheeler

Jen Chapman

Absent:

Charlie Goodspeed

Secretary's Report: January Minutes

- Discussion regarding non-public minutes to be accepted. They will be brought to the next meeting to be approved by the board.

Treasurer's Report:

- January statements haven't come in yet so we just have the 2017 budget information.
- The question of whether we owe money back to the town because we over-spent our budget on part-time salaries came up. But, we hadn't spent in the legal expenses category so the selectmen voted to move the funds to cover the overage.
- Director's and part time salary was a little bit high but there were 3 pay periods in August and in December there was a PTO (paid time off) used.

Director's / Youth Room Report:

- Slightly down in circulation but not by much. More or less in line with last year. Closed New Years Day and MLK day and also for two snow storm days. On the 17th the library opened when schools were closed and there were only 12 people, but the second time they were open when schools were closed it was busy. The director makes the call but looks at what towns are doing and when, if the snow removal has been okay, if employees can come in, etc.
- The board agreed that the safety of the employees and patrons needs to be foremost when it comes to deciding whether or not to open. The Board agreed that we should make a policy regarding when the library should close for weather etc. The Board will revisit that topic after we've had a chance to think about it a bit.
- The TJ Wheeler concert - 27 people
- Yoga - 20 people
- Story Hour - 61 people
- Seacoast Learning Collaborative - 11 people

- Leon the Reading Dog - 4 people
- Gardening Workshop - 18 people
- Dusty Old Mystery Group - 10 people
- Total Program Participation - 124 people
- Total Library Attendance - 804 people
- New Patrons - 05 people
- Discussion regarding coordinating with Rec so that there aren't similar events running in both places at the same time
- Ben Brown bought an ipad for the children's room
- Ben was thinking of getting the folding chairs cleaned. The quote was about \$6 a chair, around \$280 total (from maintenance) Board agreed this was a good idea.
- Furnace hasn't been looked at in a year or so, but the pilot light has been going out once in a while
- Downstairs toilet has been clogged a lot so Ben will call a plumber to take a look at it

Directors Evaluation

- Discussion of signing a contract
- Director Annual Review in non-public after the public meeting
- Lara asked if Ben has an official job description for his position so that when we conduct reviews we have a job description that's accurate to the work he's doing
- The Director's contract is a five year contract, which is unconventional (most are one year) and the current contract has no rate of pay and no benefits included. This is something the board should look at so that we can consider whether we'd like to create a new contract that includes compensation, benefits etc.

Deliberative Session Review and Other Business:

- Two issues that the library was involved in - the addition and the amending of the budget to return funds for an expanded part-time to full-time position. The board had reached a consensus in multiple meetings that the full time position was in the library's best interest. Charlie supported the full time position in two meetings but spoke against it at the Deliberative Session and has not come to a meeting to explain his change of heart. We operate as a board. The NH Library Trustee manual is very helpful in understanding the authority of the board - no individual board member can operate on behalf of the board without permission of the board. Had the discussion not been closed at the deliberative session Lara said she would have liked to ask him how many staffing hours his proposal would have added. She believes it is zero.
- We overspent our salary/wages line by \$4,715.70 in 2017 which doesn't leave us with room to increase on staffing expenses in 2018. We haven't been budgeting for PTO/ buybacks, which was a factor in overspending, which means we can't give any salary or staff increases this year.
- There is some concern because Charlie has acted against the wishes of the board on several occasions. Lara called the NHMA to ask about legal recourse. The word of one library trustee is not legally binding. This is a moot point because while this is true, the

town assumed that Charlie was speaking for the board and acted on his wishes. The lawyer recommended that we craft a letter to go out to the town indicating that if a member of the board is speaking on behalf of the board they need to include the minutes. The board agreed to craft the memo and distribute to town: When one board member is speaking on behalf of the board decisions must be accompanied by minutes that verify that the decision is that of the board and not an individual. (Jen moved and Elaine seconded) All voted in favor of creating a memo (4 in favor, one absent)

- Discussion regarding the cost of sending out mailers. If we round to 3,500 households it would be \$1,750 or less depending on bulk mailing rates. Joe Denoncour came in and commented that “Every Door Direct” bulk mailing. This will keep it from going to businesses. (Michelle moved to spend the money for a mailing. Elaine seconded. Motion passed 4-0). The Friends don’t need to help with the funds but they can help with the stuffing of envelopes etc.
- The Board will take a look at the RSAs to see if we can advocate for a specific vote outcome “Vote Yes on Article 6” or if that’s not allowed under the RSAs.
- Discussion regarding have the friends create lawn signs and having supporters (Friends etc) at the polls on voting day with posters
- GS Bronze project Juniors decided to focus their project on raising money to support the library. Find out if they would like to be at the polls on the 13th (Kids have no school).
- John Clark is running for Trustee as a write-in. He will be at “Meet the Candidates” Wednesday night. Discussion of helping him with sign making, support etc.

Non-Public: At 8:26 PM Moved by Lara, Second by Michelle to go into non-public session pursuant to 91-A:3 II a and c. Roll call Jen-Yes, Lara-Yes, Elaine-Yes, Michelle-Yes, (4-0).

Non-Public: at 9:47 PM, moved by Lara, Second by Jen to come out of non-public session. Roll call Lara-Yes, Jen-Yes, Elaine-Yes, Michelle-Yes, (4-0).

Moved by Michelle, Second by Jen to seal the non-public minutes indefinitely. Approved 4-0 by roll call, Lara-Yes, Jen-Yes, Elaine-Yes, Michelle-Yes, (4-0).

Discussed repairs that need to be done on the stairs.

Discussed the idea of an alternate to add to the board to fill the void of absences.

Meeting adjourned: 9:48 pm