

HMML Trustee Meeting 8-21-18

Meeting called to order 7:08

In attendance:

John Clark

Aaron Ravenelle

Elaine Miskinis

Michelle Wheeler

Ben Brown

Michelle Hogan

Absent:

Sara Warner (Alternate)

Cody Belanger (BOS representative)

Aaron Ravenelle was introduced to the board; he is the newest member of the board.

John Clark was nominated as chair of the board by Elaine Miskinis, seconded by Michelle Wheeler. Passed unanimously. Aaron Ravenelle was nominated as vice-chair by Michelle Wheeler, seconded by John Clark. Passed unanimously.

Secretary's Report

Minutes from July meeting and August 14th meeting were accepted.

Treasurer's Report

Michelle explained the way the spreadsheets are set up so that the board will understand the breakdown of the line items.

Other than office supplies things are pretty much on track. Professional development is also a bit on the high end right now but there are no upcoming professional development expenses coming up.

2019 budget draft was presented to the board. The draft of the 2019 budget reflects the decisions made by the board at the August 14th meeting. Michelle calculated the increase based on the need for an increase in part-time salary. Lisa from town hall gave an estimate on the increase in Social Security and Workers Comp etc. that would need to be considered with a part-time salary increase.

We had talked about increasing office supplies but Ben suggested decreasing "Media" and moving that money into "Office Supplies" so that we wouldn't need to increase the budget in that area and we can still keep up with the increasing office supply costs.

There was some discussion about the front door which is a bit drafty in the winter. It's not a major issue but at some point it will need to be addressed.

- Electricity is at 50% of the budget right now, on track and will remain the same for next year
- Heating is a bit low but it will increase in the fall, so that's on track and will remain the same for next year
- Office supplies is at around 75% of the budget, so that's on track and will remain the same for next year
- Programs are at about 50% of the budget right now, on track and will remain the same for next year
- Maintenance and repair is at 42% (lights and plumbing are main expenses) and will remain the same for next year
- Technology is at around 50% also on track and will remain the same for next year
- Media budget will decrease by \$2,000
- Professional Development will remain the same for next year

The board reached a consensus regarding the 2019 proposed budget.

\$550 for "Professional Services" was for an attorney that Lara consulted with. John asked if that's the final bill from Boutin & Altieri regarding the liability on the part of the library trustees and the Board of Selectmen.

Acceptance of Donations

\$65.50 donation from the donation jar upstairs. Motion to accept the donations made by Michelle and seconded by Aaron. Donations accepted unanimously.

Director's / Youth Room Report

July had major increases in downloads. ILL also increased. Circulation was up. Attendance was a bit lower (but it was a nice month in terms of weather). 22 new patrons signed up. \$139.00 in copies this month. John asked about how attendance is taken. Ben explained that it's hand counted by the librarians and tallied at the end of each day.

Youth Room Report:

The summer reading program was a huge success. 80 students finished (145 signed up). The total hours of reading came out to 1,367 35 minutes. 43 kids read over 20 hours and were invited to the Jet Cars Under the Stars event. Events:

Diane & Bob Kordas Concert with Puppets - 53 children

Children's Yoga - 14

Paws to Read Therapy Dog - 9

Make a Pet Rock - 31

SPCA Storytime - 30

Wild About Turtles - 45
Instrument Building - 14
Storytime Picnic - 10
Cardboard Box Cars - 7
Lamprey River Nature Program - 12
Race Car Drivers Visit - 26
Marjorie Senet & Dave Talmage Concert - 30
Birds of Prey with Jane Kelly - 55
Magic Show - 50
Jet Car Show - 15 children

September 27th 6pm the NH Community Rights center will give a presentation about the Grant Bridge Pipeline Project

8-7 we needed to hire plumbers to fix a blockage

NH State Park Passes are available now and they cover all but four parks in the state (Wallis Sands, Hampton beach the Flume and the Gorge are not covered, but every other State Park is included)

We have nobody to remove recycling right now; maybe we could talk to the town about that. John also offered to pick it up on Friday nights and then take it to the Transfer Station.

Ben asked if we can close the Sunday before Labor Day since we'll be a bit short staffed that day. Trustees unanimously agreed with closure.

Michelle Hogan will be at the Elementary School on the first day of school in the cafeteria.

Director's / Youth Room Report accepted unanimously

Handicap Access

Patrons expressed concerns about handicapped access to the building. John donated a doorbell and there's a light outside; John spoke to the patrons who had expressed difficulty and they seemed satisfied with the solution.

Library Addition Update

Charlie passed out the current copy of the floor plan. Epping Community Church invited Ben and Charlie to the church to talk to them about the space. Ben and Charlie are attending that meeting which is scheduled for Wednesday Aug 22 at 7:00 PM at the church. The church has 2,000 square feet of space and two offices that we can use. There is additional space but the church is concerned about books being taken if they're in public space. Charlie wants to look at the space/book shelves and then see how it would all lay out in the church. They looked at

storage of books in the the Old Fire Department and Charlie asked the town about the second floor of the old Fire Department but there's no heat and it may get damp. Charlie wants to see how much we could get into the church in terms of books. There's a tan building next to the Historical Society and Michelle asked about that but there were some concerns regarding the weight per square foot. The Historical Society also doesn't use the second floor of that building. The weight issue was raised regarding weight on the church (100 lbs per square foot). The Church insurance will be passed on to Greg Dodge so that we should be covered in the event of an accident or an issue with building/book weight.

There will be a Building Committee Meeting - Walk through of the space at the library Thursday at noon. Charlie has posted the meeting and minutes will be taken per Charlie.

Charlie is meeting with the engineer (Ecchman Consultants) in Portsmouth on Thursday. He decided not to include members of the Building Committee at that meeting. Elaine expressed concerns about the fact that there still hasn't been a Building Committee meeting. Charlie said that he doesn't feel the need to have meetings until decisions need to be made. The rest of the board reiterated the fact that the Building Committee needs to meet regularly so that discussions can take place and the committee will all have an opportunity to be involved in the process rather than being informed only when decisions need to be made.

Michelle suggested that the Building Committee meet the first week of September. Elaine will email the Building Committee to see what date and time they can meet and then Charlie will check on availability of Town Hall.

When Charlie meets with the engineer it will be to get general information regarding what the relationship with the engineer would look like.

Charlie showed us a floorplan of the library addition. The original building was built in 1964 and there may be some asbestos to contend with. The board discussed the current floorplan with the understanding that changes will be made as the project evolves.

Request to move to executive session pursuant to RSA 91-A:3 paragraph II--a to discuss a personnel issue. Motion carried,

Moved to executive session 8:26pm.

Public Session opened 9:04

Michelle read a letter from the NHMA regarding the retirement of Knowles, the annual conference, etc and new forms of reporting, etc.

Elaine asked Charlie about the possibility of doing the bulk of the renovations before removing the wall of the library. Charlie said that if the plans are flipped that may be possible but it's too early to tell.

John asked about how to get Aaron signed up for the NH Library Trustees Association.

Motion to adjourn made 9:05. Passed unanimously.