

## HMML Trustees Meeting 11/27/18

Meeting Called to Order: 7:02pm

In Attendance:

Ben Brown  
Aaron Ravenelle  
Michelle Wheeler  
Elaine Miskinis  
John Clark  
Charlie Goodspeed

Not In Attendance:

Michelle Hogan

Meeting was rescheduled from 11/20 due to snow.

### **Pledge of Allegiance**

### **Secretary's Report:**

Michelle took the minutes in October and the only "gap" in the minutes involved "structurally certified" which was added in and the minutes will be re-shared with the board and posted. Also, Elaine was not in attendance and that will be noted in the minutes as well.

### **Treasurer's Report:**

Office supplies are over but we expected that because we have more room in the budget to cover that. Ben Brown still hasn't gotten the downloadable books bill, but that will be coming soon and we have funds to cover it. Charlie asked if we're going to have a surplus at the end of the year or not. Michelle thinks that it will be close but we might have a bit of a surplus. Ben said that October expenses for employees might be up a bit from the other months. Michelle checked and it's about the same. There's nothing outstanding in October regarding expenses. December sometimes comes out a bit higher because of an additional paycheck but we might still have a small surplus. Charlie suggested that if we do have a surplus we should start thinking about any purchases that may need to be made. Ben will ask Eva and Michelle about purchases as well.

### **Acceptance of Donations:**

We received a donation and the question came up as to whether or not we reveal the name (privacy of donor vs ability to recognize them). They did not request anonymity. Herbert A Grant and Iva B Grant Charitable Trust donated \$1,000 to the library. Motion made and passed to accept the donation.

**Director's/Youth Room Report:**

October was a busy month and downloads are up as well as pretty much every category. Computer use is up. There are no computers downstairs anymore and that hasn't been an issue because the kids tend to have Chromebooks and technology and the downstairs computers were being used by adults primarily. Around 10 new patrons this month (average is around 15 a month, which is pretty consistent). Charlie asked about how we could gage internet use in the library and he's trying to gather numbers but it's not an exact science because of people using it in the parking lot. Charlie asked about how wifi works outside the building. As long as you're in the parking lot you can log on HMML Public (no password needed). There's a sign on the downstairs window that reminds patrons that there's 24 hour wifi in the parking lot. We gage printing based on the costs (cost per print out/ cost per fax). Local faxes are free as are toll free faxes. Long distance faxes are \$3 per fax (no limit to the number of pages).

Janine Perkins started as our new part time employee in October. She's working nights downstairs and weekends upstairs.

Emergency Closing Pay Policy - In the event that the Library closes for an unplanned reason (ie snow) all part-time employees shall be paid as usual for the hours they are scheduled to work that day. The salaried employee (director) shall also be paid as normal and will not have to use paid time off for the day. Motion made and passed unanimously.

**Library Addition Update:**

Charlie is working on lowering the cost of borrowing money. Charlie passed the responsibility on to Lisa at town hall. TD Bank will give us a 10 year loan at 4.8. \$734,000. If we go to the bond schedule they will give us a 15 year for \$739,00. So, even at a higher interest rate TD Bank seems to be a better deal. This is the town's decision. Charlie doesn't feel that the intererest on the loan is part of the \$600,000 warrant article. He's assuming that we have \$600,00 to spend and the interest is not part of that cost.

Survey will be done Friday afternoon with Eckman Engineering. Charlie wants to send out RSPs in early January. (RFP = Request for Proposal). He will be sending out around 7 RFPs for different jobs, and we have to go to three companies for each. Charlie will go to the town attorney to double check the documents. (Charlie and Dave Reinholdt will be doing this).

Building committee meeting will be held in December on the second Tuesday.

Charlie has not received any more paperwork from the church other than the \$1,200 a month which will include all expenses. Charlie has not talked to Lisa about how the payments to the church would work (is it a Town check? These are questions for Lisa.)

**Other Business:**

Budget meeting has been rescheduled for Wednesday night at 7:00 (11/28/18). John Clark and Charlie Goodspeed will attend.

Santa will be coming to the library on 12/7 at 6pm for the Holiday party. There will be a puppet show and some other events (decoration making etc.)

Motion to adjourn made 7:38pm

Meeting adjourned 7:38pm