

## HMML Library Trustee Minutes 1.15.19

Meeting called to order: 7:04pm

In Attendance:

Ben Brown

Michelle Wheeler

Elaine MIskinis

John Clark

Aaron Ravenelle

Absent:

Charlie Goodspeed

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

Elaine was absent for the December meeting and Michelle Wheeler took the minutes. Michelle went back into the minutes regarding the monitoring of construction and money spent on the building so far. "Nothing has been spent besides \$2,700 to Eckman out of the non-lapsing account" (December 2018 Minutes). Michelle felt that it was not supposed to come out of non-lapsing. "Michelle proposed using money from the expansion fund. Aaron seconded the motion." John proposed that at some point the expansion fund has to repay the non-lapsing fund. The challenge is that the Friends controls the expansion fund so for now we have to make sure we stay current with Eckman. Michelle will pay Eckman out of the non-lapsing and then we'll sort out what fund will pay what. Motion to accept secretary's report passed unanimously.

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

"Amazon Stuff" will be redistributed. It's in Program Supplies right now but some of it will go into Media once it gets sorted out and we get all of the receipts. (Michael's receipts are in there too) So, it looks like we're over budget in Programs but once it all gets sorted out it will balance back out.

Greg Dodge mentioned that the library went over budget in December. But once it was all worked out and paid we have the money in other line items so that even if part-time salaries goes over there's money that can cover any overages. Ben said that he should get the information tomorrow when he gets the paychecks and he'll forward the information to the board so that we'll all be aware.

Our documents are due to the auditor on January 28th. Michelle said we're all set and organized as far as that goes.

In our non-public meeting last month we discussed increasing one of our employees salaries. Motion by Trustee Michelle Wheeler to increase the hourly rate of Michelle Hogan from \$15.00

per hour to \$22.00 per hour retroactive to January 1, 2019. Seconded by trustee Aaron Ravenelle. Motion passes 4/0.

**Acceptance of Donations:**

No donations to accept.

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

Year to date we're up in every area except Interlibrary Loans) We were up in every category (new patrons, circulation, downloads , computer use). Copies, fax and printing is \$1,392.60. \$708.42 in donations.

Holiday Party (64 people). Whale Program (32 people). Storytime (3 sessions - 26 people). SLC Storytime, Children's Yoga. A number of great programs.

Ben would like to discuss some policies that we might want to put in place:

We have a number of foster parent / parent visitations as well as special needs patrons and their aids. The challenge is that the groups are getting fairly large and while we don't want to turn people away we need to know how many people are coming and when they're coming so that we're more prepared. Many of the visitations are not Epping residents. We don't want to turn away non-Epping residents but it does increase our traffic and we need to make a policy so that we're prepared since so many area centers that service these needs are closing around the state. Ben was under the impression that it's a legal requirement of town libraries to provide those services, but Ben looked into it and it's not a legal requirement. There is also a safety factor to consider and we're not equipped in terms of security. We have never had any issues so far but it is something to consider moving forward. Ben is going to look to see what policies other libraries and public spaces have in place.

Ben also wants to look into a policy for late movies (late fees or probationary period to encourage movies being returned in a more timely manner). The Board talked about various options for policies and Ben will come back next month with a policy for the Board to look at.

**Library Expansion Update:**

Charlie was not present for the meeting and nobody else from the board had any information about the expansion.

Motion to adjourn made at 7:38. Passed unanimously.