

HMML Trustees Minutes March 3/19/19

Meeting Called to Order: 7:00pm

In Attendance:

Ben Brown

Michelle Wheeler

Joan Harlow

John Clark

Charlie Goodspeed

Michelle Hogan

Not In Attendance:

Aaron Ravenelle

Pledge of Allegiance

Thanks to voters for voting in and writing in candidates

Welcome to new trustee Joan Harlow and thanks to Elaine Miskinis for her service

Election of Officers

Started to elect officers and then paused to read a description of roles from the trustee bylaws. Then discussed how the role of treasurer might change. John has had some communication with Greg Dodge? About changing how much the treasurer would be responsible for and turning some of the responsibility to Lisa Fogg. Some ideas were that Lisa would take charge of the paying library bills that had been approved by the trustees and would also keep the spreadsheet. The treasurer would control the nonlapsing account the same way they are now. Charlie suggested that instead of turning it over to Lisa that a library staff member could be in control of the spreadsheet and paying bills and the treasurer could oversee it. Michelle W does not think that NHLTA guidelines would allow the director or another employee to be in charge of finances in that way. If Lisa plans on paying bills on the first and third weeks of the month that would limit the flexibility of getting checks for programs or paying for the bills that come in in between whereas Michelle W has been very flexible with writing checks on short notice. Michelle W is going to touch base with Lisa Fogg and/or Greg Dodge to get a better idea of how Lisa's involvement would change the role of treasurer and ask some questions to NHLTA about what can and can't be done with employee control of money. Michelle W would like to pass on the role of treasurer, because of Aaron's absence she is willing to hold on to it for the moment, don't want to vote Aaron in without him there.

Joan nominates Michelle W for the role of treasurer, all are in favor.

Michelle nominates Joan for the role of secretary, all are in favor.

Michelle nominates John for the role of chairperson, all are in favor.

Michelle nominates Aaron for the role of vice chairperson, all are in favor.

Secretary's Report:

Charlie made a motion to accept the secretary's report as written with minor changes from John, all are in favor.

Treasurer's Report:

Michelle W noted that the professional services line needed to be moved up to the top half of the budget. There were a couple of big purchases at the beginning of the year, the EBSCO magazine subscriptions for the year and a cabinet as well as a charge from DF Richard that included both fuel and maintenance costs.

_____ made motion to accept the treasurer's report

Joan makes a motion to accept donations in the amount of \$88.00, all are in favor.

Michelle W had met with Lisa Fogg regarding the money the library owes back to the town for 2018. Michelle W brought copies of a spreadsheet that Lisa had created. In 2018 the town dispersed to the library \$49,929.33, \$1,429.33 more than the \$48,500 allocated. In addition the amount Lisa paid out for salaries etc. went over resulting in \$2,231.94 being owed back to the town. In addition the library didn't spend \$2570.26 of the money dispersed. Lisa calculates that the library owes back to the town $2570.26 + 2,231.94$ or \$4802.20. Michelle W also explained that had the town not overspent on the library we would still be expecting to reimburse the amount of our disbursement that we didn't spend, since they did overspend we still owe that amount plus the amount the town over dispersed.

John looked at the spreadsheet and figured that the \$4802.20 was the amount the town overdispersed plus the amount we didn't spend.

Joan was looking at the total amount of money approved for the library for 2018, \$176,485.00, and the total amount spend, \$178,716.94 and wonders why we don't just owe back the difference between the two. Michelle W will ask Lisa for further explanation. Michelle W also plans on writing a check to the town for the amount of \$4802.20 and delivering it tomorrow.

Director's/Youth Room report

Ben presented an updated version of the "Supervised Visitation Policy for HMML" policy. He revised it in that we are asking visitation groups to check in with the Youth Librarian upon arrival to let them know the intent of their visit and leave contact information on file at HMML. He also added a section requiring visitation groups to check the library calendar for events and plan their visits around programs that are using the space. Visitation groups will not be able to use the library when a program is using the youth room space. Ben also mentioned that visitation groups would not be able to use the library while we occupy the church and that the policy may be updated again when we move into our new space in the fall.

Michelle H shared that a couple of recent programs were especially well attended. The kid's watercolor class over February vacation was full with more people requesting to get in. The NH Humanities sponsored Civil War Folk Song Concert was also well attended with 30 people. As we get closer to the beginning of the library remodel regularly scheduled programming will continue with somewhat of a lapse in special programming as our accommodations will be in flux. The book sale that benefits the Friends of the Library has collected \$192.00 and has been moved back into the book sale room but continues on.

Library Expansion Update

As part of the expansion update Charlie provided us with new drawings of each floor of the library as well as an initial time frame of major project events. The major features are - on the basement floor: an expanded utility room in the basement that will bury support columns in the wall, two ADA compliant bathrooms rather than having one on the main floor, no kitchen in the community room, just a sink and counter for washing up and a new staircase with wide landings. On the main floor the features of note are a lift, not an elevator.

Charlie and Reinhold are still working with estimates on proposals, two more to look at which will be done by the end of the week. They are going to write up what each task in the larger project consists of. Bidders will adjust that they think the tasks will involve. It looks like the total cost will come in below the estimated \$600,000 and the town is looking at options to fund the project and interest rates. Waiting for the total proposals for each part to be in. Every bidder has visited the library and by next Monday the full summary of proposals and tasks should be done. The project is estimated to start the first week of May.

We are considering sealed PODs for storage of books during construction. Sealed PODs should protect the books from moisture. The storage space in the bottom level of town hall will be used for things where humidity isn't an issue. The POD(s) would be located on the grass on the edge of the parking lot and Charlie says the town is fine with it being there. It costs \$135 to move a POD each way and \$_____ to store them.

The \$3,000 architect fee was paid by the town to the architect. That was money donated from the McPhee foundation for the library but when the donation was being made the Friends didn't officially have their non profit status so the McPhees gave it to the town for the library. A new account has been set up at TD Bank specifically for the expansion project. It currently has \$20 in it, more money from the Friends (the money from the thermometer donations) needs to be deposited into it, about another \$1750.00. Ben and Charlie are signers on this new TD bank account. Michelle W asked that the online component of this new account be looked into because she can see it from her end when she signs on to online banking for the library's two existing accounts and access shouldn't extend to her. Ben will check this out with TD bank.

Motion to enter into non-public pursuant to (RSA 91---A:3 paragraph II ---a)

Motion carried 4:0, Roll call vote: Clark, Harlow, Wheeler and Goodspeed, all voting "aye"

Non-public 8:29pm

Motion to exit non-public made by Joan and seconded by Michelle. Passed 4-0

Public meeting: 9:08. Motion to seal non-public minutes made by John and seconded by Joan.
Passed 4-0
Meeting adjourned: 9:10pm.