

HMML Trustees Minutes April 4/16/19

Meeting Called to Order: 7:01pm

In Attendance:

Ben Brown
Michelle Wheeler
Aaron Ravenelle
John Clark
Charlie Goodspeed
Michelle Hogan
Joe Trombley

Not In Attendance:

Joan Harlow

Pledge of Allegiance

Board Positions

Thanks to Cody Belanger for being our Board of Selectmen representative. We welcome Joe Trombley to be our new Board of Selectmen representative.

Elaine Miskinis resigned as building committee member. Michelle nominates Aaron to fill the position, John seconds, all are in favor.

Michelle Wheeler resigns as treasurer, John makes a motion to accept the resignation, Aaron seconds, all are in favor. Aaron resigns as vice chair, John seconds it, all are in favor. Michelle is nominated for vice chair by John, Charlie seconds the motion, all are in favor.

John nominates Aaron as treasurer, Michelle seconds, all are in favor. **Secretary's Report**
Need to add Joe to the email list. John updated the minutes against the ETV video. Aaron makes a motion to accept, Charlie seconds, all are in favor.

Treasurer's Report

Still needs to move professional services up to the top of the spreadsheet. A light month for spending overall because we were in flux with settling 2018 with town and getting 2019 checks. Office supplies and upcoming program costs were the majority of the costs as well as typical media expenses. Magnets with library hours on them. John notes we have spent less than 25% of our budget so far putting us in good shape. Aaron makes a motion to accept treasurer's report, Charlie seconds, all are in favor.

Michelle will call TD Bank to see how to get Aaron the ability to be a signer. Michelle offers to continue to be a second signer so she can help out with paying bills and running checks to the library. Charlie and Ben are going to close the third account and transfer the \$20 back to the non lapsing account.

Michelle makes a motion to accept donations in the amount of \$38.00, John seconds, all are in favor.

Lisa Fogg had emailed looking to reimburse the library for what we had paid to the engineers and architects. The town paid the architect from the \$3000 McPhee money. The town needs to reimburse the Friends and the Friends are dealing with that money. We thought we had two invoice payments out to Eckman from 10/18 and 1/19 but the first one was not an invoice payment but a deposit which we will get back at the end. Ben has another one right now that he needs to get to me. Charlie says the initial amount gets applied to the total. Ben thinks Lisa has everything she needs for what we've spent. Joe mentioned that the deposit should show a credit applied to the total. John says we still need the town to reimburse the non lapsing account from the bond money. When deposit is applied to the total then we can get reimbursed for it because right now there is no invoice for that amount right now. Michelle mentions that Lisa wanted the information by yesterday or we couldn't get reimbursed for it, Ben talked to her this afternoon and cleared it up with her. Ben has the final third one and will check if the deposit is applied. Michelle, "Would we pay the third \$2700 only to have them give it back?", John, "The bill is supposed to be for 3 x \$2700 (\$8100) The bill today should be for \$5400 - \$2700 deposit and we owe \$2700. Joe, "Eckman is a total of \$8100? There's money out but there's no invoice?" There's \$5400 tied up right now from non lapsing and we have the third invoice and we haven't paid it yet. That bill is going to go to the town instead of coming out of non lapsing and the invoice will serve as proof of the initial \$2700 paid as well.

\$3000 was paid to the architect from the McPhee Foundation through the NH charitable Trust. We thought they had to donate through a 501C which the Friends didn't have at the time so they donated it to the town and they held it. The selectmen, at the last meeting, authorized an additional \$9000 to cover the stamped drawings from the architect.

So \$3000 to get reimbursed and \$5400 to get reimbursed, no reimbursements have come through yet.

Director/Youth Room

Closed for two days in March, numbers are close to March of 2018. Made a lot off of copies, maybe due to tax season.

Regular programs continue. In March the harp concert was the big event with 53 people. There's an April break 4/23 butterfly event with a guest and a craft. Upcoming events are posted including a Zentangle class and a beginning fingerstyle guitar workshop.

Closing plans

Construction is supposed to start on 5/15. The library will close on 5/1 to start packing up. The movers are coming on 5/13 & 5/14 to set up the temporary location at the church which will open on 5/20. Staff are going to pack up and movers to move boxes. The PODs are going to be paid by the town and can arrive in 48 hours. The furniture is going to town hall to the storage space and the books in a sealed POD. Ben will call Comcast to switch over service to the church. The church needs our insurance policy. Joe says there will be a conversation about that this week.

We're picking up a portion of the heat and electric bills as well as our own Comcast bill. DF Richard will take the fuel and credit our account. High traffic books, DVDs and the copiers will go to the church and there will be space for events as well. We will not have Sunday hours and on Thursdays we won't open until 1:00pm. Maybe we'll have extra hours on Saturdays to compensate. Parking will be tight, if people can walk from the current library parking lot it would be helpful. Big events like some summer reading events will be held in town hall. Supervised visitation groups will be notified. Will we move the drop box?

Building update

Letters have been sent out to the proposal submitters to acknowledge they have been received. Engineering drawings have been stamped, architect drawings are expected on 5/1 at which time proposal submitters will receive letters and the AIA 101-2007 documents in draft mode when final stamped drawings give them to the submitters to mark up draft. Optimistic construction date is 5/15. Still getting adjustments in proposals for example from the plumber we got today. We are still within budget. People are still submitting changes. Selectmen will sign off on the AIA 101-2007 document (subcontract) and then we'll forward it back to the submitters to have them sign off. Charlie filled the document out for each bidder, they will have a week read, review, to mark it up and Charlie will update the AIA form. Joe asks where the spec drawings are, drawings have a lot of specs in it. John mentions that the timeline Charlie handed out doesn't have any timeframe for "interior finish work", "finish electric" or "install lift". Charlie says it was accidentally cut off but he has accounted for it.

Michelle suggested that linoleum tile would be better than carpet in the downstairs meeting room. Aaron suggests blowing foam insulation instead of battens?. Going to blow insulation on the underside of the second floor to reduce sound transmission. Decided to stick with wood for the stairs. Egress is 44" of path of travel, Joe thinks we're fine. All the lighting will be LED and baseboard heat, no splits, they were too expensive. Biggest surprise is sprinkler, we have to install a 6" pipe is needed to feed the sprinkler. Do we need a hydroflow report to feed the sprinkler? Charlie checked with Mike who said they were okay. We did back down from the fire department, we were hoping not to have sprinklers at all. We do need a sprinkler in the attic, a dry system, a wet system on the other two floors.

Can we move insulation to the rafters? (Joe) Charlie not sure, right now the estimate is for blown in cellulose. Need vents into the soffits.

If the renovations go into November we might have to reduce hours at the church more. Charlie to submit to Joe and Mike a bid package for them to review, meet on 5/1 to show him what he has from architect, engineering, AIA form etc.

Thanks to the Epping Garden Club for donating pansies to the library planters.

Motion made by Aaron to enter into non-public pursuant to (RSA 91---A:3 paragraph II ---a)
Motion carried 4:0, Roll call vote: Clark, Ravenelle, Wheeler and Goodspeed, all voting "aye"
Non-public 7:51pm

Motion to exit non-public made by John and seconded by Charlie. Passed 4-0

Public meeting: 9:08. Motion to seal non-public minutes made by Charlie and seconded by Aaron. Passed 4-0

Charlie made motion to install a 3% raise for Deborah Grimes and Eva Karandanis and Ben Brown effective 4/1/19, Michelle seconded, motion passed 4-0.

John will send an email to Greg Dodge

Charlie made a motion to adjourn meeting at 9:12pm, Aaron seconds, all are in favor.