

HMML Trustees Minutes 9/17/19

Meeting Called to Order: 7:03pm

In Attendance:

Ben Brown
Michelle Wheeler
John Clark
Charlie Goodspeed
Joe Trombley

Not In Attendance:

Joan Harlow
Aaron Ravenelle

Pledge of Allegiance

Secretary's report

The August minutes passed unanimously with no changes.

Treasurer's report

The checks to the church for rent have been taken out of the maintenance budget line which is why that line item is high. We need to check in on if we got a credit from DF Richard for them draining extra fuel out of the tank. Ben's going to look back on DF Richard statements to check. Since we have been in the church we haven't spent as much on media. So far PT salaries are coming it at 66% and we're through 75% of the year. For next year's budget we need to increase media again as our new, bigger space will accommodate. Some discussion about utilities and after discussion about larger space vs. better R value vs. better insulation, more efficient boiler and LED lighting it was decided to increase utilities by 20%. This includes heating, electricity, increase water/sewer to \$800 each.

Supply line item will remain the same and maintenance as well, maintenance is a good buffer. Technology should increase by \$500 to cover Adobe photoshop which we've been paying for for a couple years but never increased the budget to cover. We will need more computers for the new library space but will not put them into next year's budget. Maybe there are some technology grants for computers? Windows and Office have been payed for through grants for non-profits. Increase media up to \$19,000 and increase programs by \$1000.

PT salaries need to be increased based on the quality of work and the need to have three people on during the busiest times of the day. Ben suggests increasing this line for raises but not for increasing the number of hours. Decrease professional services line to \$1000 because we haven't used it in the last few years.

The McPhee Foundation donated \$5000 to the Friends of the Library for the building!

Director's Report

The stats are lower, it's the wind down from the summer, patrons on vacation, etc. Numbers are still good. ILL numbers will increase once the new system launches on 10/8.

Expansion

Masonry work will be done this week and hopefully the drywall will be done next week. Framers are calculating trim and a woman is coming to talk about plants for the front. Multiple painters are putting in bids for the final painting. The estimate for carpeting is reasonable, sprinklers are in and tested. The staff will need training on the sprinklers. The electricians are ready to start the second floor electric and the plumber installed the boiler. In one week the exterior should be complete. A new sewer line will be put in but not out of the building budget. There will be windows in all of the interior doors-there should be one in the door of the director's office too even though there is a window adjacent to the door.

An AIA contract is needed on any contract over \$2500-for the carpet and painters for example. It takes two weeks to execute a contract so we're looking at mid-late October for a completion date at the library at the soonest.

Joe wrote up a work order to Greg to get the outside steps completed and put it into an RFP to get bids. Bids have come in for different aspects of the work including granite treads, bluestone or granite top, the total project comes in at less than \$4000. The challenging part is the rot on the exterior of the building near the door. The brick facade on the stairs has been taken off, the Historical Society would like to see the brick put back on. If the stairs are not done it should not affect our ability to get a Certificate of Occupancy because the lift will give us ADA compliance however the building inspector ultimately is in charge of that decision.

The parking lot should have a ramp built for ADA accessibility, it would be easy to work with the grade in the back.

Other business

Brewfest is the first weekend of November.

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

Motion carried 3:0, Roll call vote: Clark, Wheeler and Goodspeed, all voting "aye"

Non-public 8:20pm

Motion to exit non-public made by John at 8:46 and seconded by Charlie. Passed 3-0

Public meeting: 8:47. Motion to seal non-public minutes made by Charlie and seconded by Michelle. Passed 3-0