

## HMML Trustees Minutes 12/18/19

### In Attendance:

Ben Brown  
Michelle Wheeler  
Joan Harlow  
John Clark  
Charlie Goodspeed  
Joe Trombley

### Not In Attendance:

Aaron Ravenelle

The trustees meeting was called to order at 6:57 on December 18th, having been postponed one day due to snow.

After the Pledge of Allegiance, the meeting was moved to discussion of the Expansion to accommodate Joe Trombley's need to straddle two meetings.

Charlie brought us up to date on the remaining items: the boiler needs to be vented, the Fire Department has to install the Knock box on the exterior front of the building the staircase will be complete Saturday or Sunday and needs twenty-four hours to dry before it can be used. The biggest problem is the lift. The State will only inspect directly with the builder, and they (the state inspectors) are backed up, perhaps as much as three months. It should be possible to get a temporary Certificate of Occupancy anyway, if the front steps are temporarily fixed.

There are a few last minute details, such as plugs on the computer wall, and 8-10 spots of touch-up painting to be done. Five sets of shelving will be installed Friday. Charlie wants to schedule a demo for all staff on emergency procedures, with training of what to do when and if anything happens, which valve to turn for what.

Joe requested all invoices and paid statements so he can close out all accounts and have an accurate figure of what monies are left.

Joe will send an up-to-date punch list to Charlie after his meeting with Dennis tomorrow afternoon.

The minutes of last month's meeting were unanimously accepted.

Ben produced an up-dated spread sheet, everything is looking good.

A \$1000 gift from the Grant Charitable Trust was unanimously accepted.

Ben proposed hiring a custodian, now that there is more space to clean. Joe suggested looking into a cleaning service.

Since the library was closed for the month, there is no Director's report.

Michelle told us that the piano which has been donated for the Community Room should be arriving tomorrow.

It was agreed to table the discussion of a new policy for meetings until the next meeting.

According to RSA 91--A:3 paragraph II, it was voted to move to an executive session by Roll Call vote, passed by John, Joan, Michelle and Charlie.

The meeting was adjourned at 8:18 .

Respectfully and grammatically submitted, Joan Harlow, secretary