

HMML Trustees Minutes 5/19/2020

Meeting Called to Order: 7:10pm

In Attendance:

Ben Brown
Michelle Wheeler
Joan Harlow
John Clark
Michelle Hogan
Betsy McCombs
Joe Trombley

Not in attendance:

Robin O'Day

Welcome to new trustee Robin O'Day and Betsy McCombs

Trustee introductions all around.

Election of Officers

Michelle W nominates John for chair, second by Joan. Roll call vote, Michelle W for John, Joan for John and Betsy for John. John abstains. None opposed.

Michelle W nominated for secretary by John, second by Joan. Joan votes in favor of Michelle, Betsy for Michelle, Michelle for Michelle and John votes for Michelle. None opposed.

Betsy McComb nominated for treasurer by Joan, second by Michelle. Joan votes in favor of Betsy as does Michelle, Betsy and John. None opposed.

Robin O'Day nominated for vice chair by Michelle, seconded by Joan Betsy, Joan, Michelle and John all in favor of Robin. Not opposed.

Secretary's report

Review of minutes from last meeting

Motion made to accept the minutes of the last meeting as written by Michelle, second by John.

All in favor of accepting the minutes as written.

Treasurer's report

Ben will fully update the spreadsheet. We need to run a reconciliation for this year, he set it up in Excel and will show Betsy the ropes. Paying typical bills, cleaning services suspended until we reopen. Staff is being paid for their normal hours due to emergency pay policy from 2018.

Ben added an additional digital service called Canopy. Cost is \$115 per month. We'll keep it for the duration of the closure. Kids stuff, documentaries, library gets data on usage. Every patron gets 8 credits to watch things, the account log in is a library card number. Get ahold of Ben for your password, Ben will put the info on the main library website.

Can get a card without physical proof temporarily until July and the library reopens. Plenty of money in programs, haven't spent much in media either as media is on hold for now. No donations to accept

Michelle W will call TD Bank to see about setting Betsy up as a signer.

Building update

(Charlie). Currently about \$17,000 left from the 600,000. The friends have \$15,000-\$20,000 Charlie has found a person to do the bricks, \$18 to engrave a brick. Room for about 100 brick all of which we still have. Net of \$6500-\$7000 from bricks. About 6 weeks to engrave the bricks. Eva has sign ups from the opening party with who wants a brick. \$100 donation for brick, 2 lines of 15 letters per line. Hope to do the engraving on the 2 x 8 inch sides to match the facade. Businesses or individuals/families?

Landscaping

Charlie has a topo map drawn, and a 2x3ft drawing from Patty on her design. The Garden Club told her not to restrict money in her design. The original design was \$52,000 for Patty's design, now the budget is down to less than \$17,000 based on volunteer help and donations. \$12,000 cost of land preparation is down to less than \$2,000 based on volunteer work and donation of materials. Specialists say the type of plants in the plan will be okay in the current soil. Excavating 4-6 inches and backfilling with loam and fertilizer and bark mulch to support the plant growth planting plants based on time of year that's best for them. Leave a 6 ft gap up to front staircase, garden out but don't plant until the stairs are finished. May take a year or more to completely fill all three sides, nothing will be planted between library and old fire station. It will remain crushed rock and geothermals.

Behind the library it will be graded off and Eva will decide what kind of raised beds, considering the height and size, framed and dropped by Charlie for the back where the Children's garden has always been. They will be above the drainage pipe and six are planned.

(John) From Garden Club one of the exciting things about the landscape design is it's all native plants and low maintenance.

(Charlie) Sandy Goodspeed says the top six inches of soil will be taken away so that the weeds will be taken away and that will help with future weed control to eliminate maintenance. Within the next three years it will be completed.

Joe says weeds will eventually pop up. Since the first target is a year but the final target is three years to completion because final landscaping is part of the CMO all they were targeting was to cover with loam and get grass seed growing to satisfy the certificate of occupancy. The upgrades in the future can be done separately in the future so the CMO can be put to bed. Charlie doesn't want to be weeding, Joe suggests getting grass growing so there isn't a loam run off during big rains -this is the objective for the certificate of occupancy. A completion of exterior is what people are pushing for with the certificate of occupancy and grass seed would fulfill that. Charlie says no grass seed because that defeats taking the loam away. Joe says Dennis won't be kicking the certificate of occupancy down the road for 12 months to three years. Charlie says he will get Patti and Dennis together to work it out. Dirt and mulch cannot be washing out into road and sidewalk. Charlie hasn't had Dennis meet with these people yet.

Commented [1]: C of O?

Dennis issues CMO and to get project wrapped up the exterior needs to be complete. Charlie plans on spending contract/loan money as soon as possible to make it complete and he thinks we will have \$20,000 to spend on trees/shrubs etc. in the future for trees/shrubs/etc.

Joe brings up that the interior punch list is pretty much done. On the exterior list there are still a few things to do, final paint coats and others need to get checked off before shrubs are planted. Once Joe has final numbers from Greg he will come up with a plan of attack to close out final items. Charlie says Greg says there is about \$17,000 left in the contract. The plumber completed the upgrades that the state required, Louie called the state, state supposed to do an inspection on town buildings and the library is ready for this inspection.

Front stair/door bid packages have been put back out. Joe doesn't have the updates on the bids that came back. Small amount of work for a carpenter and a mason so it's hard to get two different experts to come for such small jobs.

Blue pipe between library and addition will be taken care of. Boulders will go between the fire station and library, Joe thinks we'll need to consult with other selectmen. Crushed stone between the buildings needs to be brought up with selectmen.

Screens on the gabled ends need to be done. Charlie says it is maintenance not part of new construction. Joe wonders if the front could be popped off a screen put on? Charlie doesn't know about it but will consult with Dave.

We paid \$5700 for the initial 15 shelves out of non lapsing. Charlie will check in with prison about getting additional shelves. John wonders if we should budget money from \$17,000 for shelves. Ben says yes, they will be around the same price. The donated amounts in nonlapsing are almost gone, no money to pay for it there. The \$5,000 from McPhees went to furniture. Joe says there is talk about refunding the library budget, the CFO needs to get done before the

“extra” money can be passed on. How can we get the last two items done so money can be passed on.

Charlie thinks the library should have a lighted sign, Joe doesn't think the town would allow it, scrolling signs are not popular with the planning board. Sign by the parking lot is new, painted by a Harvey.

Punchlist has about eight items left on it, interior stuff is fine if everyone's good with it.

Ben brings up that the library doesn't have much air conditioning, only one window unit for all of the upstairs and the necessary plug is in a study room. Need a faucet on the front of the building.

Hopefully will put digital copies of landscaping plans online. John is looking into getting a hard copy from Charlie, Charlie will put it in the Town Hall and Joe will get it to John.

Joe will put the steps on the selectmen agenda to see where we stand on it

Director's report

Closed since March 15th, trying to keep FB updated and online services working. Thinking about reopening and how to do that. State hasn't talked about libraries, NH State Library has been heading up plans, finalized on 5/21. Phased reopening is suggestions, curbside services and limited computer services. Reduce hours for curbside, maybe 2-4 hour windows a couple times a week. Start with curbside and then work on computers. Limit visits to 45 minutes and only for “productive” work. What do we need for that? Cleaning products, pick up in the community room, no access to the library. When books come back, quarantine them for a few days until they are back on the shelf. Prop the door and have signage that says one person at a time. No staff in the pick up room, self serve. NHSL has masks for libraries to use. June 1st to start curbside. Do we need to align with Town Hall?

Joe says not many questions on state level regarding libraries. Joe says next week, week after directions for opening town hall. The State recommends that the library start thinking about what we need to do now to reopen so if we can reopen we are ready for it as Town Hall is doing. Check in with Greg about preparations to see if there's anything we could do in the library. Spacing and flow will be the big issues. Only time we hit occupancy numbers is when we have events so the 25% occupancy level shouldn't be a problem. Other seacoast libraries are providing curbside in the same timeframe.

Tuesday 26th is the next Selectman's meeting, Joe doesn't see any problem with curbside, he suggests to submit a procedure to the emergency group at the safety complex and make recommendations. John and Ben to Zoom with the Selectmen's meeting, John will email Greg in advance to see if they should get on the agenda.

Virtual summer reading, including virtual versions of performances. State might fund an app for libraries to use for kids to keep track of reading with rewards built into the app. Virtual events

and outdoor activity prompts and scavenger hunts. Maybe curbside craft kits to do at the virtual craft.

Make reservations for computers with four stations available. Get a 50 minute reservation that starts at the top of the hour with ten minutes to disinfect everything. Need to make a plan for that with requirements and conditions.

Joan makes a motion to adjourn, Michelle seconds, unanimous vote to adjourn at 8:28.