

HMML Trustees Minutes 7/21/2020  
Via Zoom

Meeting Called to Order: 7:00pm

**In Attendance:**

John Clark  
Robin O'Day  
Joan Harlow  
Betsy McCombs  
Joe Trombley  
Ben Brown

**Not in attendance:**

Michelle Wheeler

**Treasurer's Report:**

Salary info from town not on document because Ben didn't give it to Betsy. Probably can get it not that the Town Hall is open. Betsy says that she is an official signer now. The AC Ben bought cost \$700 and there are some COVID supply expenses. Joe says make sure COVID supplies for reopening should be reimbursable through the CARES act - ask Greg. No donations to the library at this point.

**Secretary's Report:**

Robin said the only change to the Secretary's report was that she had Michelle add her name. Accepting minutes was tabled until next time.

**Director's Report:**

Curbside is going well, summer reading program has started. The next phase would be opening the library by appointment. There is no schedule yet but an idea was a chunk of five hours with half hour slots of time available to groups of people. This would be five days a week, two staff on at a time. We want youth room to be available but to start the appointments will be for adults only. Staff will be wearing masks, there will be distancing markers and plexi glass shields. There will be four socially distanced computer stations using two laptops. Still planning on using curbside. We will need more masks for wider reopening although we have a lot of supplies. Ben says the half hour slots could be for family groups and not necessarily individuals. Masks will be required and we will have masks for patrons without masks. Staff will be vigilant about their own health and notify Ben of any symptoms. Joe says there might be an extra no touch thermometer at Town Hall. Small meeting rooms will not be used, not big enough for socially distanced meetings. The community room could be used but Ben needs to think about how many people can safely gather there. Plan on implementing these new plans on Monday,

August 3rd. Joe asks if Ben has met with Don and Joe, he hasn't although he talked with them about plans at the beginning of the month but not what he's decided on.

Ben wonders if fans in the bathroom are working correctly for ventilation. Charlie will check on that. Joe asks what the check in process is for masks? Ben says they would use the downstairs, lobby entrance as the only entrance point. A doorbell might work so you can let people in.

Robert Hodgeman is present to discuss Civil War Roundtable meeting information, he says their first meeting is September 11. They usually have 10-30 people but they have a big deal speaker coming in May so they anticipate more people for that. Robert's concern is that they need to determine whether they can meet in the first half of August for their September speaker. Ben will talk to Safety Committee about numbers before he can make a call on meetings in the community room.

Staffs are good with wearing masks. What about people who refuse to wear masks? Doors are locked, if no mask then give them one, if they don't want to then curbside pickup is an option. The plan should be sent to Town Hall as it's a town building and the selectman would make a decision on it.

### **Building/Landscaping/Expansion update**

The door opening will handle about 50 bricks. A local company will do the engraving, Charlie will transport the bricks to and from the engraver. There is a proposal for a cost of \$650 from Seth Donaldson to install upwards of 50 bricks. Ms Eva has put together about 80 names of people who want to purchase a brick. The overflow bricks will be made into a patio area in the front. The price of engraving is about \$17 per brick, donations will be \$100 for a doorway brick, \$75 for a patio brick. Charlie submitted the plan to the town, Joe forwarded them to the library trustees. Charlie expects to take a month to send out forms to potential donors and receive the donations back. Pavelock said 20-30 days to manufacture the bricks so 2 and a half months to complete the door. Joe asks would you be open to bricking up the door and then just using engraved bricks for a patio so that one more thing (the door) is off the list. The sign up sheet specified the location of the bricks although Joe feels that the people probably are more interested in the donation not the location of the brick. Joan suggests that September 1st is the cut off, if engraved bricks are done by then but them in the door, if not blank brick the door and engrave brick the patio.

Sandy Goodspeed asks what the doorway is holding up? Joe responds the completion of the project because the door was removed for expansion and it needs to be done to complete the project.

Joan makes a motion to support the proposal of the engraved bricks in the doorway as long as it is done by the end of October, if not done there it will be bricked in with plain brick Robin seconds the motion. Betsy supports it, Joan does, Robin is aye and John supports it. If the fundraiser doesn't work then we need to set aside money for bricking the doorway. We have the bricks so we need just \$650 expense just in case. Joe asks, if we install bricks in the other direction and need additional rows will that change the price of install? Charlie will ask. Joe

says that the selectmen are not comfortable with Charlie writing up proposals and signing on behalf of the contractors.

A motion to ask the selectmen to withhold the amount that comes through on the contract from Seth Donaldson on the bond for the bricking of the doorway. Joan makes the motion, Robin seconds. Robin, Joan, Betsy and John all vote in favor.

The shelving involves money too. Ben says hopefully by the end of the month the shelves will be here. The first delivery cost \$5700, the next shipment about \$4000. John says in non lapsing \$700 for the projector and mounting and March 9 out of non lapsing to lapsing for office chairs \$600. The money in non lapsing can be used for landscaping. John asks if the bond could pay for chairs, AC, shelving, Joe says shelves are definitely project related as are chairs, desks, computers. Since we already had AC adding more might be. Joan points out that expanding space requires more AC, we didn't replace an AC we added more. Friends donated money for the projector, Ben thinks that we paid for it and got reimbursed but he needs to ask the Friends about that. There's \$10,000 between shelving and chairs out of non lapsing and the balance is disappearing. Currently there's \$6500 in there. John feels the selectmen should use bond money to pay for shelves and we use non lapsing to pay for landscaping which would take the selectmen out of the discussion of the landscaping. Charlie feels landscaping is more important than shelving in terms of visibility. Ben and Robin agree that losing shelving as part of expansion. Joe points out John is not saying we should take money away from landscaping but that we use the money differently to get the selectmen out of the purview of the landscaping decisions, the capital can still be invested in the landscaping without selectmen approval. Joe says it would probably be easier that way. Charlie wants the remaining \$17,000 for landscaping and will be very upset if he doesn't get it. John assures Charlie that the trustees want the Lorax Landscaping plan as well and this way the discussions don't have to include the selectmen. Right now the landscaping money is within the bond, and the only line items are the door opening and the landscaping. There is still \$17,000 + in the bond, Jo

Teresa feels that there has been a "bait and switch" after Charlie has completed what he said he would do. Teresa thought that Patti was pretty clear, why does she have to repeat herself and is she not being taken seriously because she's a woman. John says no trustee asked for the price of individual plants, the trustees did authorize the \$7000 for initial landscaping. Charlie was supposed to meet with Patti to get in started and the meeting didn't happen. Charlie says Patti hasn't been available until recently. John asks why Charlie said in a selectman's meeting the plan was "swept out to sea" and that he had been meeting with Patti every day. John and Joan reiterate that the trustees are in support of the plan.

After 10,400 is spent on shelving and AC and \$650 on the brick work there will be some left and the rest of the money in the bond can go towards landscaping. This would still give us the full amount for landscaping. Joe says that \$7000 could be contributed to the landscaping from the bond. The remaining \$3000 can be from non lapsing and then more non lapsing can cover

Chapell. Joe suggests that on Monday he ask the selectmen to amend their \_\_\_\_\_ to pay for Chapell instead of Lorax Landscaping. There is a hold up on stone for the front because of the supply chain on the stairs and ramp. They are looking for a better supplier for the stone.

Joan makes a motion to ask the selectmen to release from the bond the money to cover the costs of the invoices for fit and finish including shelving and decor, Robin seconds. It passes unanimously.

Add layers of stone between old fire station and addition to make it level and decrease erosion. We need to remove the grass in the front and 3-4 inches of material in front and to the side of the library. Once done the McPhees will deliver compost and Chappell will spread it uniformly. After compost is spread then wood chips will be put over it.. Chappell will truck them over from Charlie's house. The estimate for the work is \$7000 but it may come in less.

Makes a motion for the selectmen to release the \$7000 to Chappell instead of Lorax Landscaping which it was previously allocated to. Voting in unanimous. Joe asks Charlie to get Chappell to sign the proposal on their letterhead.

John says the Friends say that they have funds to put towards the project as well although they haven't committed a dollar amount.

Robin makes a motion that the trustees to commit to allocating at least \$10,000 to the landscaping bills as they come in. Betsy seconds. All are in favor.

Joan makes a motion to adjourn, Betsy seconds, everyone is in favor 8:35pm.