

HMML Trustees Minutes 9/15/2020
Via Zoom

Meeting Called to Order: 7:00pm

In Attendance:

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

Not in attendance:

Robin O'Day

Secretary's Report:

No comments on minutes from August. Joan makes a motion to accept the minutes from both months as written, Betsy seconds, all four are in favor.

Treasurer's Report:

Information from the town regarding the audit indicates that we need to not only need to keep a ledger but also keep a reconciliation. Betsy says that Ben and Michelle and herself are trying to keep all of that information on one spreadsheet and not try to duplicate it on several documents so that no mistakes are made.

The plan for the reconciliation will be brought to Lisa Fogg for her approval. Is the total budget number at the top of the spreadsheet correct John wonders? Betsy confirms that the top line on the first page the formulas need to be fixed. We had raises built into last year's budget, we were going to talk about them at the March meeting. We should work that into the next budget. We should carry the same number for next year and pay out the raises, use this year's surplus for bonuses or start the raises in January.

Joe mentions that since the landscaping is going to be gardens maintained by the library what do you think of the idea of not maintaining the exterior? If the town isn't mowing or maintaining exterior, let the library run that and make it part of the maintenance budget or put in a line for grounds upkeep. Ben mentions that we would still want them to shovel and snow blow paths and ramps and stairs. John suggests that we leave it and let the garden get established and see how it works for 2021. Let the Garden Club and Friends work it out and follow through with their commitment.

Budget 2021

Leave it mostly the same, increase the Comcast expenses line item. The total sum doesn't change, the raises are worked in already. Put in last year's numbers for this year's budget proposal.

Donations

No donations to accept.

Director report

We're still doing appointments and curbside pickup. The Youth Room has been doing family appointments. Computers, faxing and copiers are back in use. People are still being screened, can the library switch over to a shorter screening process like Town Hall does? Town Hall is having patrons answering questions based on honor system and take names and numbers for contact tracing purposes. No one has had to be turned away because of not enough slots. Inter library loan is finally up and working.

Has there been requests to use the community room? No, only from the town for ballot counting. Study rooms have not been used either. We're still quarantining incoming books, the community room is used for pick ups. Our socially distanced number for the community room is 22 but that seems high.

The town approved a block party organized by a community member provided cases don't increase by the 31st. The Garden Club is doing scarecrows again, the library is thinking of having a table with scarecrow kits.

Library expansion

The first round of brick engraving is off to the engravers. Joe asks about checks for the bricks not being cashed, Ben thinks they might be cashed when they get engraved. The sign has been fixed by Charlie and is ready to be put up. Any plan to plant large trees and bushes this fall? No plan has been mentioned to Ben by Charlie

The Garden Club will be in the parking lot in two Saturdays to do mum dispersal

Ben submitted invoices for shelves, Lisa said it looks good, could be a couple of weeks. Department of corrections did send a bill for bookshelves to the town. Charlie is looking for \$900 from non lapsing for manure that he needed to buy because the second load of manure couldn't come from the McPhee's. There is money in non-lapsing to cover that \$900. Joe thought the town had dispersed money for the first set of shelves - the \$5000 + bill.

Joe says the four steps in the front have been set, they are not installed per spec, Joe's meeting with the contractor in the morning and in theory by the end of next week they could be done. That includes the front door too, it will be replaced in kind. Dave Rienhold will be asked to level the walkway leading up to them when he's paving next week.

Ben mentions we need to get an awning for the back door. Joe mentions getting a rain diverter first. Usually commercial buildings have awnings to prevent snow build up on the landing, the library is small enough not to require them.

Motion to adjourn at 7:44 by Joan, seconded by Michelle, unanimously approved