

HMML Trustees Minutes Tuesday 2/19/21
Via Zoom

Meeting Called to Order: 7:02pm

In Attendance:

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

Absent:

Michelle Wheeler

John notes the passing of Laurie Dudley, who contributed to the library by being a substitute librarian, especially when we transitioned directors. A really knowledgeable, helpful member of the community who also participated in many book groups.

Secretary's Report:

John made an edit to the minutes to clarify the point made on the staff hours and the difference between appointment hours and curbside hours.

Joan moves to accept minutes as amended, Robin seconds, four out of four vote to accept the minutes.

Treasurer's Report:

Ben took over the budget together and took it to the town. Ben built a reconciliation sheet and Betsy built a new spreadsheet going forward with a reconciliation built into the form so it will keep a continuous tally. Betsy notices that the reports don't match because of the check imaging fee and it makes the operating expenses are \$60 higher. Betsy asks if she can put the check imaging fee into office supplies.

John had asked about something that covers just landscaping. Betsy asks if it should be totally separate or can it be incorporated within non-lapsing. John wants to be able to keep track of the \$10,000 that we're spending on landscaping so we don't unknowingly go over budget without talking about it. Robin would like to see a line item so we know what Charlie's spending it on. There was an initial invoice from Lorax that's \$7,000+. Was there a downpayment for gutters? Charlie hasn't given us an invoice for it. Also, last fall an invoice for mulch should be included in the \$10,000.

Joe recommends that if we have a dollar amount that we're contributing that we make sure that is known very clearly. Maybe release some of the money and once that amount has been invoiced the next chunk is made available. John remembers that the old motion was we would contribute a minimum of \$10,000 from non-lapsing. Should we make a new motion tonight that

reestablishes the amount very specifically. Then Betsy can start with that number, take out what we spent in the fall and go from there. Should gutters be landscaping? The consensus seems to be no, Robin suggests it's a building repair line.

Robin makes a motion that we spend up to \$10,000 for landscaping as stated in the July 2020 minutes and as defined by the board of trustees, Joan seconds. We can revisit after the \$10,000 has been spent. Four out of four are in favor. Out of that money comes anything previously spent.

One thing that was asked for was a year long reconciliation. Betsy wonders if it's built in under the categories will that be sufficient, Joe recommends that Betsy coordinates with Lisa Fogg. Ben talked with the auditor today and has their contact information too.

Director/Youth Report

The library opened back up today for appointments, the library is still not open on Sundays. There were appointments and people using meeting rooms, copier, fax, etc. PPE was resupplied by the fire department and some K95 masks for the staff. The library takes temperatures and keeps the schedule of the people who were there and their phone numbers. Joe notes that when there was an outbreak at Town Hall the lists of people and numbers made contact tracing very easy.

Ben says they are trying to put together some help for people who are trying to schedule COVID shots.

Library Expansion

John was contacted by Eunice Miller and the Garden Club because Patti from Lorax was looking for a downpayment for plants. Charlie would like to continue being a supervisor on the project and Eunice and Teresa can work through him and Charlie will handle giving invoices to Betsy. The bricks are in the closet says Ben, but we don't know of an install date. There are more spaces for bricks on the door and the patio so people can still purchase them. John mentions that the Amazon Smile HMML money goes to the Friends and they have been receiving money through that.

John mentions that tomorrow at 7 pm on ETV is candidates night for the whole town. Robin reminds everyone to vote on March 9th.

Motion to adjourn at 7:34 by Joan, seconded by Robin, unanimously approved.