

HMML Trustees Minutes Tuesday 1/19/21
Via Zoom

Meeting Called to Order: 7:02pm

In Attendance:

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

Secretary's Report:

Joan moves to accept minutes as written, Betsy seconds, four out of four vote to accept the minutes, Robin abstains and gives a different email address.

Treasurer's Report:

The November and December payroll numbers are missing from the treasurer's report. Ben started altering a form to include the reconciliation portion that the town requests for the February audit. John asks if the art purchases are included in the spreadsheet, Ben says no but the checks have been signed. Tables for the community room, another printer, the painting from Joan and other things will add to the expenses. November is a two paycheck month and December a three paycheck month we should have about \$8,000 left over.

Joe shared the library's payroll practice with the selectmen. He asks what the difference is between all the different the different hours designations. "Appointment hours" are the average number of hours staff are in the library during those weeks when appointment service is offered; and "curbside hours" is the average number of hours staff are in the library when we are offering curbside service. For appointment hours staff was in the Library over 80% of hours paid, while for curbside it was over 50%. What type of work are people able to accomplish at home? Joe thought programming, logging and tracking of books? Ben says, answering emails, ordering books and supplies, Michelle does a lot of programming stuff from home, setting up library cards.

Robin asks if the Town of Epping is in charge of the library budget, Joe says the Town of Epping is in charge of it in some respect because it is part of the Towns budget. Trustees do the spending for the budget once it is dispersed to the library. During the budget review project the library budget is approved, the library is the only one where there's no additional appropriations. Since Joe hasn't heard back from anyone else he believes that Selectmen are fine with how the payroll is working, if there are several questions Joe will reach out.

John makes a motion to accept a donation of \$500 from the VerPluegs for summer reading program. Joan moves, Robin seconds, all are in favor.

Director/Youth Report

The library is currently curbside only. Still looking at when it's safe to reopen, probably not for another week or two. Ben said the decision to go to curbside was based on employees needing to take time for testing and "close calls". John suggests that the goal for appointments be set for the first week of February. Ben says he will check back in with the town's EOC. Joe mentions new protocols from the EOC and Ben should be checking in with them to make sure we're aligned. Ben says it's pretty much what the library has been doing, John says having the EOC sign off on us going back to appointments would be a good idea.

Ben did post a link to the June trustees meeting where Patty Laughlin outlined the garden plan.

Library Expansion

Eva says \$1000 of bricks were ordered by one family and the Epping Garden Club has a \$1000 grant from Plant America (thank you Teresa K) for an educational garden on the back of the library. Eunice found some prebuilt planters and the garden club purchased some, some of which will go to the library. They are tall and might be good for kids with disabilities. The old door has not been bricked in yet John notices. The railing went up on the front.

Robin asks if there's a donation link on the library website. Ben says there's a Paypal link that goes to the Friends of the Library account. John asks if we've gotten anything through Amazon Smile? We should advertise that out to the public to get more out of that. Ben says he'll ask the Friends about it.

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