

HMML Trustees Minutes Tuesday 4/20/21
Via Zoom

Meeting Called to Order: 7:00pm

In Attendance:

John Clark
Betsy McCombs
Joan Harlow
Michelle Wheeler (late 7:20)
Ben Brown

Not in attendance:

Robin O'Day

Secretary's report

John made a couple of changes, making Robin elected as the vice chair instead of the treasurer. Joan makes a motion to accept the minutes, Betsy seconds, all are in favor of accepting the minutes as amended.

Treasurer's report

Betsy had raised a concern over how much money had been transferred between lapsing and non lapsing and for what and what we owed back to the town. She figured out that the only two purchases made with non lapsing funds were the projector and a mount for the projector and some chairs which ended up being less because they couldn't ship all of them. Those two items had been noted in the spreadsheet. Because of our previous system of needing to wait for the town checks at the beginning of the year some money from non lapsing was used to cover that gap.

Last month Betsy believed we owed the town back over \$6,000. We never cashed the last check from the town because we knew we owed them more than that back, \$5700+, the check was returned to Lisa as well Betsy had written a check for \$2240.28 because that was what we actually owed them. Now the town is writing us one check for the whole year which means we won't have to bring money over from non-lapsing and eliminates the shifting of money. Betsy has reworked the budget sheets, Lisa said it's exactly what they were looking for and she has adjusted the spreadsheets. She has the full budget in for the year. In the non-lapsing we have \$2160 of \$10,000 left for the landscaping. The gutters will come out of maintenance, we will pay Charlie back for the initial payment of the gutters.

Betsy is carefully detailing Amazon purchases and making sure the purchases go to the correct line items.

Joan makes a motion to approve \$151 in donations, Betsy seconds, all are in favor.

Director's report

The building is running at capacity, appointments are not necessary. Most of the staff is vaccinated, we have gutters up. The Friends of the library have set up a book sale in the community room. The copier lease has been paid off, should we buy the machine or start a new lease. \$450 to purchase the copier. John wonders how that impacts the town bundling services together. Great American Financial leases the machine and Coastal Copier services the copier. We would be rid of the Great American Financial payment. In the future if the town wanted to bundle copier service together we are in a position to do that. The Coastal Copier person thought the machine would have 4-5 years left on it.

The flooring for the entryway Ben hopes to complete in the near future especially so the entrance is usable and looks good. We need to remove tile, remove radiators, put down flooring and touch up painting. Ben says he could do it, Sylvia's husband also volunteered to put it down. There might be piping that would need to be removed along with the radiators.

The last day to purchase bricks is May 12th, they are trying to round out the \$100 brick section. They are having trouble lining someone up for the masonry. Children's garden is looking nice. Ben wants to look at some outdoor tents, summer reading will be a hybrid of online and outside events. Ben is wondering when he should start doing monthly stat reports. John suggests we wait until we're open in a normal way otherwise the statistics would look really abnormal.

The planters for the children's garden are assembled but not filled with dirt. As far as we know we're still on for May 22nd with Lorax.

Motion to adjourn at 7:27 by Joan, seconded by Betsy, unanimously approved.