

HMML Trustees Minutes 11/15/22

Meeting Called to Order: 7:00pm

In Attendance:

Libby Persons
Michelle Wheeler
John Clark
Betsy McCombs
Joan Harlow
Ben Brown
John Cody

Not In Attendance:

Secretary's Report:

Joan makes a motion to accept the 10/18/22 minutes , Libby seconds, all are in favor. Joan makes a motion to accept the 10/18/22 non public minutes, Libby seconds, all are in favor.

Treasurer's Report:

Betsy passed around copies of the 2023 budget report with information about salaries added in after our conversation on salaries. It may be to our benefit to redefine titles and job descriptions to go along with the salaries. For example Michelle acts as assistant director but also as youth librarian and is in charge of ILL at times. The three assistants would be the same general job description. Are the levels of assistants (Level 1, Level 2) due to education and experience? Selectmen shared the budget with the Budget Committee and they're waiting until all the budgets are in. In general the message is that budgets may need to be reduced. Budget committee also asked about the number of patrons using the library, an annual run down might be useful to show the patronage. The budget for professional services came up. In the past we had used it to get an attorney for a second opinion that isn't available through the town, we would be willing to negotiate that amount.

Director's report

There were a lot of fall events, a holiday concert is coming up in December. The floors will be finished either Saturday or Sunday. If they do it Sunday the library might have to be closed. Ben has asked the fire protection people to come and complete an inspection. Ben spoke to Betsy about getting some more shelves if we have some money left at the end of the year.

Library expansion update

John has 90 bricks in his garage suitable for engraving, there are more at the dump if we need them. John will work with the Friends on getting the bid for installing the brick walkway and

patio. John still hasn't found a soft copy of the brick engraving list. Landscaping wise we are still working with Patti. The library will take on the space between the library and the parking lot.

An Eagle Scout named Sean Lecuyer is going to take on the space between the library and the fire and brick museum. The trustees are in agreement he could take this project on. The sign for the bridge for the dedication to Charlie will not be ready for Thanksgiving but the dedication could still happen because the family will be in town. We will keep the room in the library open for that ceremony just in case.

Annual reviews

In the past we have had Ben begin his annual review with a self evaluation, John will get that to Ben so the trustees can go through it in executive session. We'd like to have his evaluation done before March. Ben will also work on job descriptions and staff evaluations so they can be done by March too.

Other

Joan makes a motion to cancel the December 20th trustees meeting, Libby seconded, all are in favor.

Motion to adjourn at 7:25 by Joan, seconded by Libby, unanimously approved.