

## HMML Trustees Minutes 9/19/23

Meeting Called to Order: 7:00pm

### **In Attendance:**

Michelle Wheeler

John Clark

Ben Brown

Pam Tibbetts

Libby Persons

Betsy McComb

### **Not In Attendance:**

Joan Harlow

### **Secretary's Report:**

Betsy makes a motion to accept the minutes from 7/18/23 and 8/15/23, Libby seconds, all are in favor.

### **Treasurer's Report:**

Expense report through the end of August shows that programming and maintenance are high but we were expecting that. For example, we knew that increased yoga programs would increase that budget line. Also summer is the bulk of programming. Last year we had the floors cleaned in November, Ben is going to inquire about getting that done. Ben is also thinking about getting the carpets cleaned in the children's room. The Friends were also thinking that the windows should be cleaned and that maybe volunteers could step up. Betsy is thinking about the extra cleaning costs in terms of budget. Last year we grew the maintenance line, we may need to increase it some more.

Libby makes a motion to accept a \$100 donation from the Scrabble Tournament, Betsy seconds, all are in favor.

### **Director's report**

Quite a bit of pass usage at the end of August. We did renew both the New England Aquarium and the Museum of Science. Not many events in the Youth Room after summer reading ended. Digital use and Kanopy use are up this month as well as ILL. Ben has given out some of the duplicate bricks that were ordered, there are still more to be distributed.

### **Library expansion**

We still need to get the 3 bricks in the door, Joe Trombley is going to take care of that. The patio bricks have been laid, there was one brick where the words were misengraved. The correct version has been sent to the brick engraver and one brick needs to be redone. After those bricks are laid we will clean up around the patio. No word from Patti on landscaping since the last meeting.

### **Dedication**

The dedication of the children's room to Eva is postponed again, still waiting for a new date.

### **Budget 2024**

Library expenses: Betsy has updated the operating expenses through August. There were some areas that were above the expected amount and the technology line item is low but we're waiting to pay for the renewal of the library management system. Similarly the media budget looks low but we haven't paid the \$2200 for Overdrive yet. Areas above the expected amount are Comcast, program supplies (which are at 92%) and maintenance and repair which we expected to be high. Sylvia expects that the programming costs for 2023 will be \$12,915 which will be more than \$3000 over budget in the end.

The Friends pay for some programs and passes. At the end of the year we have asked for money back from monies unspent from the salaries line item so in a way we have been operating within our budget even when line item costs go over. Some examples of program costs yoga is about \$400 per month. A summer reading program is between \$300-\$500. A music concert is around \$200, the harp concert is \$500.

Maybe put a donation jar out for bigger events. Ben suggests that we could go back to using the NH Humanities grant for a couple of programs which would cut costs.

Maintenance and repair covered a heat pump and a fire alarm issue this year which was expensive however we plan on putting annual rug and floor cleaning in there.

We are no longer using Adobe Creative Cloud, we could save \$50 a month by getting rid of that.

The Town Hall is switching to Consolidated. We could look into that. Ben says we have the internet phone. We would need to have another phone line put in to switch back. We could look into that. We need five lines total to supply the fire alarm system, fax and two phone lines. Ben will ask Consolidated to come and assess. We should cancel the monthly Zoom.

Technology line items are fine, cleaning will stay the same unless he's changing his rates, office supplies stays pretty much the same.

The non lapsing account is around \$6900. At the first of the year it was \$6800.

Donations have kept it flat. Can we pay for some programming costs from non-lapsing.

-Electricity can stay at \$3500,

- the town suggested we keep the Palmer costs where they are because the rates are going up.

-To keep up with the telephone we would need to increase that line item to \$4000.

-leave office supplies

-leave cleaning where it is for now

-maintenance and repair increase to \$2500 to account for extra cleaning.

-technology should go to \$3500

-we will take from the media to cover programming. We can put Canopy into media.

-Ben says her and Sylvia were talking about going to some professional conferences coming up. Pam suggests we could cover mileage and we should put it up to \$500. This increases our operating budget by 7.6%. If we drop media to 16,000 and take another 800 from somewhere we could hit a 4.5% increase instead.

Last year we reached out to other libraries and determined we were at or below at every level of pay. We came up with a three year plan to get us up to the middle of the pack. We're still trying to make up the gap this year. We feel we should stick with our three year plan as the town is doing with fire and police. Betsy says that last year the director salary didn't zero out, there was \$600 left. With the part time salaries there was \$5000 left due to lower paid employees covering time out.

#### Block Party

October 28th 4-7, rain date the 29th. If the library would like to be open the night of the Block Party there was 1000 people in attendance. They're looking for entertainment. The library is thinking about what we might do for Halloween.

Motion to adjourn at 8:16 by Betsy, seconded by Libby, unanimously approved.