

HMML Minutes 8/19/25

Meeting Called to Order: 7:05 PM at The Library

In Attendance:

Libby Persons Trustee Vice Chair
Betsy McCombs Trustee Treasurer
Ben Brown Library Director
Michelle Wheeler Trustee Secretary

John Clark Trustee Chair
Joan Harlow Trustee

Secretary's report

Joan makes a motion to approve the minutes from 7/15/25, Libby seconds, all are in favor, Michelle abstains.

Treasurer's Report

Through July the line items are all good, nothing over 50% except programming which makes sense as summer is a large programming month. Ben says the town asked for 2026 budget numbers to be turned in by Friday. We didn't know because the information had been sent to an unchecked email and the forwarding wasn't set up correctly. Also, we weren't looking for it because historically it has been due in September. Town agencies are presenting to the budget committee in September. The budget numbers sent over from the town on the spread sheet are not correct. Our meeting will be September 24th.

The town is adding PTO for part time employees and Ben would like to do it for the library. We need to factor the extra costs into our salary line item. Another thing to consider is Ben's buy out for unused earned time at the end of the year. The max he can cash in is a week so we could factor in 53 weeks of pay instead of 52. We can calculate PTO by estimating it off of employee's estimated hours. We do expect to open on Sundays again starting in September. We need to know...

What is the earned PTO ratio for part time town employees. Who do we get those numbers from? If we knew the formula we can calculate based on the estimated number of hours we expect them to work. Will PTO for part timers carry over year to year as it does for Ben? Betsy will email Jake and Lisa with PTO questions. Also what will the 4% cost of living increase do to the rest of the salary oriented numbers?

Our access to Overdrive is being discussed and the potential increase will not be available to us on the town's timeline, we will have to estimate the increase for this and Destiny.

Maintenance - include annual inspections, fire, lift etc. No load safety test due this year, keep it at \$4000

Media - we have taken money out of this category. Kanopy has increased in price because of increased usage. Overdrive and passes come out of this category too. Leave it at \$14,000

Office - we reduced from \$6840 to \$6000. It covers paper, toner, trash bags, toilet paper, water delivery, etc. Keep office at \$6000

Program - as of August, 2025 the Program line is at a little more than \$11,000 which had been our whole program budget in years past. The cost of performances has gone up. We did have some extra donations to cover summer reading this year but we can't rely on that extra money each year. Let's talk to Sylvia about expected programming for future discussions, for Friday let's increase it to \$11,500.

Tech - we pay for the hosting of the website and library circulation system out of this. We can leave this at \$2000

Cleaning - no increases have been mentioned, \$8260 is the estimated cost

Internet/Phone - has been consistent at \$227.21 per month for a total of \$ 2730 for the year.

Electricity - we reduced to \$2200 for this year, let's keep it at that amount, we think it will be about \$2000 but will account for a potential rate change

Fuel - budgeted at \$2500 on recommendation of the Selectman

Outreach/PD - dropped to \$1000 for this year's budget, leave it the same.

Director's report

Donations to accept: \$15 from the Empath group and \$60 from Susan and Charles Soule. Joan makes a motion to accept \$75 in donations, Libby seconds, all are in favor.

We got a new book box set up, it is water proof and we are looking for a way to anchor it.

Thanks again to the Friends for it. The downstairs lift door is not opening, the power to open the door is not working. The cost of having that looked at/ fixed is a pending cost.

Tracy Dwyer is a potential sub for the library and Ben plans on training her in the next week or two.

July was a busy month, Kanopy was high, meeting room and computer use and passes were all well used. Summer reading program attendance was high. We had 150 summer reading sign ups and 95 logs returned. Thanks to Sylvia and the volunteers including Estella Wheeler. The Kona Ice truck came as an end of the program activity.

We got a ZOO New England pass at the library which the Friends donated to us.

Other business

HB143 relates to the no trespass order. John has asked Mark Vallone to look at the current wording and let us know how it will impact the library before the beginning of the year.

John got an email from Patti regarding the landscaping saying if we aren't going to weed then we shouldn't plant. John will meet with Patti on either the 25th or 26th at 5:00 to discuss. If we replant on the hillside in the plow zone we go with just ground cover. John has cut plants back to cut plants that interfere with traffic. Sylvia has cut down some plants that were interfering with the sign.

The bank told Betsy we can have "designated conductors" to drop off deposits and write checks. We would be happy to have Ben fill that role.

Motion to adjourn at 8:12 by Joan, seconded by Libby, unanimously approved.

Michelle Wheeler Recording Secretary