

**Ashland Town Library
Minutes of Library Trustees Meeting
December 29, 2014**

**Trustees Present: Alice Staples, David Ruell, Mardean Badger
Others Present: Sara Weinberg, Library Director**

The meeting was called to order at 2:07 pm by Chair Alice Staples.

APPROVAL OF MINUTES

Minutes of November 24, 2014 – **A motion was made (Badger) and seconded (Staples) to approve the minutes as corrected. The date of the December meeting was changed from December 22 to December 29. The motion was unanimously approved 3-0.**

DIRECTOR'S REPORT – SARA WEINBERG

- Sara distributed the draft of the January 2015 newsletter. Some corrections and additions were suggested.
- Pictures with Santa (Christmas Night in Ashland) was very successful, with 200 photos being taken by the Friends of the Library.
- Extensive discussion occurred regarding a patron who has been taking (and returning) materials for historical research without checking out the materials.
- **A motion was made (Staples) and seconded (Badger) to institute a new policy requiring patrons who are doing research upstairs to leave all bags, briefcases, etc. downstairs. Laptops, tablets, notetaking materials and cameras will be allowed upstairs. The motion was unanimously approved 3-0.** Appropriate signs will be posted regarding the new policy.

TREASURER'S REPORT – DAVID RUELL

- The current month's and the year-to-date expenditures and income were reviewed. The financial report was signed by the Trustees.
- The last payroll has been processed. The remaining \$1,188.97 remaining in the payroll account will be transferred from the Town to the Library Trustees.
- The end-of-year balances of the 2014 budget and checking account were reviewed.
- **A motion was made (Ruell) and seconded (Staples) to transfer \$1,000.00 from the 2014 checking account balance to the Computer Fund. The motion was unanimously approved.**
- **A motion was made (Ruell) and seconded (Staples) to transfer \$1,000.00 from the 2014 checking account balance to the Building Fund. The motion was unanimously approved.**
- **A motion was made (Staples) and seconded (Badger) to submit a formal request for a transfer of \$4,000.00 from the Town to the Library Trustees, as the first portion of the 2015 funds. The motion was unanimously approved 3-0.** David Ruell will write the letter of request to the Board of Selectmen.

OLD BUSINESS

Occupancy – Letter to Scribner Trustees

Alice will review the draft letter to the Scribner Trustees regarding the stairway sprinkler and occupancy permit and forward it to the Scribner Trustees, Board of Selectmen, and Fire Department.

Staff Evaluations

Sara will be completing staff evaluations next week.

Safety/Security Issues – Cameras

The Trustees reviewed the quote from 1-2-3 Lock & Key for installation of 4 hard-wired security cameras. The quoted cost is \$2,360.40 and was recommended by the vendor as having a higher image quality (for clearer identification) than a wireless system (\$350 from WalMart). Alice will write a letter to the Scribner Trustees explaining our concerns about security of the Library, concerns about the safety of patrons and employees, the need for a camera system, and to request permission from the Scribner Trustees to install the system, at the Library Trustees' expense.

Brian Chalmers

Brian Chalmers has expressed interest in serving as the lead in our building project fund-raising campaign. Sara will contact him to ask when it would be convenient for him to meet with us.

CDFA Grants

Mardean described a document that Langdon Library (Newington, NH) prepared for their building program. The document included a detailed description and photos of the existing library prepared by an architect, and an analysis and space needs study prepared by Thomas Ladd, formerly of the NH State Library system. Mardean suggested that we might submit a planning/feasibility grant application (maximum \$12,000) through CDFA to fund a similar study and analysis of building options; the next due date for such an application is the end of April 2015. Having a professionally-prepared document would provide us with relevant data and recommendations to validate our building needs. Mardean will contact Tom Ladd to inquire whether he would be able to prepare something similar for us and how much he would charge.

NEW BUSINESS

Warrant Article and Voters' Guide

The Trustees will draft suggested wording for an explanation of our Capital Reserve Warrant Article to be included in the Voters' Guide. We will also be prepared to address building and capital reserve questions at the Town Budget Hearing (Jan 15) and the Deliberative Session (Jan 31).

Annual Report

We reviewed the draft of our 2014 Library Annual Report for the Town's Annual Report publication. Alice will send us a revised report incorporating some additional suggestions.

Upcoming Dates

January 15 – Town Budget Hearing, 7:00 pm, Elementary School Cafeteria

January 22 -- Library Trustees Meeting, 6:00 pm, Ashland Town Library

January 31 – Town Deliberative Session, 1:00 pm, Elementary School Gym

The meeting was adjourned at 3:35 pm.

Minutes submitted by Mardean Badger