

**Ashland Town Library
Minutes of Library Trustees Meeting
March 14, 2016**

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Others Present: Sara Weinberg, Library Director

The meeting was called to order at 6:01pm by Chair Alice Staples.

Approval of Minutes

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of February 11, 2016. The minutes were approved, 3-0.**

Director's Report

- Twelve new library cards were issued to students during *I Love to Read and Write Week* at Ashland Elementary School.
- Anne Getchell of USDA/Rural Development needs an email or letter (from Norm DeWolfe) indicating our withdrawal of our grant application for library shelving, due to the loss of the warrant article for purchase of the Historic School. Mardean will draft the letter for Norm to sign.
- Jo Bickford, the Librarian at Ashland Elementary School, has asked the Town Library if we would be interested in joining in a CLiF Summer Reading Program grant application. Sara indicated her interest. We can provide some of our current statistics for the application.
- Sara reviewed a few recent interactions between Ashland police and people who happen to be library patrons.
- A patron recently volunteered to deliver library materials to homebound patrons. We will thank him for his offer, but explain that it is the responsibility of the library staff to provide that service.
- We are still having problems with the display of the library newsletter on the website.

Treasurer's Report

- We reviewed and signed the financial report to date.
 - Expenses included books, videos, audios, cleaning, postage, program supplies.
 - The Downloadable Books program fee has increased to \$480, from the \$400 that was budgeted.
- The *Postage* line is overexpended, due to the election mailer postage (\$278.85). The *Miscellaneous* category includes the newspaper notice for the grant (\$48) and the printing of the mailer (\$339).
- The printing and the postage for the election mailer were paid by a transfer from *Donations*.
- **A motion was made (Badger) and seconded (Staples) to pay \$48 (newspaper notice for grant hearing) by a transfer from *Donations*. The motion passed, 3-0.**
- A letter will be sent to the Bump family acknowledging donations by patrons in Donald Bump's name.
- David will send a letter to the BOS confirming that the library staff pay raises for 2016 are to start with the March 28 paychecks.
- We reviewed the calculations for the quarterly payments from the approved 2016 budget, to be transferred by the Town to the library account. **A motion was made (Staples) and seconded (Badger) to approve the appropriation payment schedule. The motion passed, 3-0.** David will submit the letter requesting the quarterly payments to the BOS.

Old Business

- **Video Surveillance Cameras** – Sara will contact 1-2-3 Lock-Key to prepare an updated and specific plan for installing video surveillance cameras (cost, equipment specs, equipment location, wiring layout, etc.) inside the library. The vendor has requested written approval from the Scribner Trustees; we will share our letter of 12/14/15 and the Scribners' letter of 1/27/16 referencing the cameras. We need to begin drafting the policy for the cameras.

New Business

- **Tom Ladd Report** – We briefly discussed Tom Ladd's draft building program report. We will each review the report in detail for corrections, additions, etc. for discussion at our next meeting. Alice will inquire whether Tom can add a brief analysis of the Historic School. *[Reference our 7/6/15 minutes: "Tom's report will evaluate the needs of the library and the community, applied to the standards and compared with other similar communities. He will also provide a limited assessment of the viability of the Historic School."]*
 - We discussed methods of sharing the results of Tom Ladd's report – copies to members of BOS, Economic Development Committee, CIP Committee, etc. We also discussed the need to share the report with members of the public.
- **Election Follow-Up**
 - Alice will write a letter to submit to newspapers thanking voters for support of the library warrant articles and encouraging donations.
 - Sara will write thank you notes to the volunteers who assisted at the Open Houses.
 - We need to notify TCCAP of the defeat of the bond issue for purchase of the Historic School. David has already notified the realtor.
- **Moving Forward**
 - Sara shared the fund-raising letter sent by the Holderness Library Trustees to Holderness residents.
 - Alice suggested hiring a professional fund-raiser. We will investigate costs and possible fund-raisers..
 - Mardean suggested gathering information on all other vacant buildings in Ashland, to be able to respond to residents as to why/why not a particular building might be suitable for a library.
 - We will begin working on a survey to gather residents' opinions on future library planning. Tom Ladd had some suggested questions in a recent email.
 - Sara suggested holding information sessions or focus groups for the public, to share Tom Ladd's report and to gather opinions/suggestions on the future of the library.

Other Business

- Election Recount – Alice received the notice of official recount of Warrant Article #24 (Library Capital Reserve). It will take place on Saturday, March 19, 11:00am at the Town Hall. Mardean and David will represent the Trustees.
- We signed a letter to a library employee regarding the work scheduling process.

Next Meeting

- **April 11, 2016 (Monday), 6:00pm, Ashland Town Library.**

The meeting was adjourned at 7:35 pm.

Minutes submitted by Mardean Badger