

**Ashland Town Library
Minutes of Library Trustees Meeting
April 11, 2016**

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

The meeting was called to order at 6:03pm by Chair Alice Staples.

Approval of Minutes

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of March 14, 2016. The minutes were approved, 3-0.**

Director's Report

- Sara is working with *MailChimp* to create a new version of the monthly newsletter, which can be emailed to patrons and others (such as Board of Selectmen, Town Administrator, town department heads, etc.).
- Lisa has completed the paperwork for the annual filing for the Friends of the Library.

Treasurer's Report

- We reviewed and signed the financial report to date.
 - Expenses included books, videos, magazines, supplies, cleaning, telephone, website ½ year renewal, and annual Scrooge & Marley membership.
 - We received the second installment of the town appropriation, \$5,705.
 - We will check to ensure that the pay raises were included in the latest wage checks.

Old Business

- **Video Surveillance Cameras**
 - We received an updated quote (\$3,359) from 1-2-3 Lock-Key for installation of a network DVR, monitor, back-up power supply, and 5 wide-angle cameras.
 - We reviewed the location of the 5 cameras.
 - Alice will write a letter to the Scribner Trustees updating our plans for video surveillance, to include a diagram of where the cameras will be located and offering to set up a meeting with the installer to review wiring plans.
 - Sara will let the installer know that we are reviewing the proposal.
 - We will develop the policy that governs the use of the system.
 - We have about \$9,400 available (total from *Donations, Lost Books, and Patron Fees* accounts) to cover the video surveillance and Tom Ladd's report.
- **Securing Staff Belongings**
 - We will investigate creating a locked location for staff purses.
- **Tom Ladd Report** – We reviewed Tom Ladd's report for changes we wish to have made.
 - The report does not specifically mention the Historic School. Our 7/6/15 minutes state "*He will also provide a limited assessment of the viability of the Historic School.*"

- Page 4 and 5 (bottom) “*The oversteep paved walkway from the sidewalk leads to a generally conforming ramp leading to the back door.*” -- There are actually 2 walkways from the sidewalk on Pleasant Street. **Add a statement: There is a second walkway from the Pleasant Street sidewalk which leads to the front entrance; this walkway is about the same steepness as the back walkway, but is even narrower.**
- Page 6 – “*The back door . . . below ADA standards at 34” . . . “*
- Page 6 – Floor plan – Do we have a better diagram to replace this one? David will check.
- Page 8 – We discussed “. . . *shelves are of varying widths . . . limiting the interchangeability of shelves.*” Does this need a bit more explanation for the general public to understand?
- Page 13 – **Add a heading “Overdrive & Downloadable”** to clarify the section listing the e-books, audiobooks and periodical loans
- Page 13 – “*Passes and Discounts*” is outdated. We now only have Science Center and Polar Caves passes. Note: this information was probably taken from the Town website, which is incorrect.
- Pages 14, 15, and 16 – The text in the charts is difficult to read and the colors hard to distinguish. Mardean will see if she can provide clearer copies of the charts from Survey Monkey, and possibly suggest enlarging the charts one per page, landscape.
- Pages 17, 29-34 – Statewide comparison of square footage per population is flawed, as each library in a town with multiple libraries is treated as if it were the only library in the town. **Add a note of explanation on page 17 and/or at the beginning of the chart on page 29: “The actual square footage/population in several of the towns listed below Ashland on the chart is actually greater. Lebanon, Andover, Tamworth, Sanbornville/Wakefield, Conway, Haverhill, Gilmanton, Swanzey, Ashuelot/Winchester, Hanover, Derry, Rochester, and Milton each have more than one library. If the total square footage of all libraries in a community were used to calculate the Sq.Ft/Pop. figure, Ashland would probably rank much lower on the list.”**
- Page 19 – Correction in last paragraph: “. . . ~~Bellnap County~~ **Grafton County** . . . “
- Page 20 – “. . . *providing for a slight increase in collection . . . “*

Chart, p. 43 (current):	Print 14,620	Audio 564 + Video 1720
Worksheet, p. 22:	Books 18,000	Nonprint 2,500

We discussed the figures used in the Space Needs Worksheet in comparison with current statistics and questioned if sufficient growth is allowed. Growth of about 3400 is estimated for print materials, which is reasonable. The growth estimated for non-print materials is only about 200. We would recommend **increase Nonprint to 3,000 on the worksheet (page 22).**
- Page 22 – Magazines/Newspapers – **Change to: 27 [current subscriptions].**
- Page 23 – Computer Training Lab, to accommodate 15 trainees. We discussed the availability of computers, i.e., public access computers vs. computer training lab. In the context of the Historic School, we had talked about having a group of computers in the room on the right (first floor). We would also obviously have other computers scattered throughout that (or any other) building. While there was some differing opinion, it was decided to recommend: **increase public access computers to about 12 (page 22), and delete the computer training lab figure**

(page 23). The actual location and grouping of computers would depend on the configuration of any proposed building.

- Page 22 – Nonresident service population – We are required to provide service for the residents of our town. While we have about 300 non-resident card-holders, we are not required to plan space for them and the worksheet does not base the computation of space on the population. Might the service to non-residents be mentioned elsewhere?
- Appendix 2 – Ashland is highlighted in yellow, which will not show up in black & white copies of this report. **Is there another way to highlight Ashland, e.g., an arrow or asterisk near the name?**
- Page 36 – Change #VALUE! to N/A

Mardean will put together a list of all the changes we discussed today. Alice will email Tom an update -- that we are going to have a list of changes for him and that we had assumed that he would do a limited evaluation of the Historic School. We should also send him some money toward our agreement.

- **Moving Forward with Old School Purchase**

- Questions and Comments from the public – Sara is gathering questions that she has heard from the public and is making a list of requirements for a library. Mardean has started answering some of the questions from Mr. Jorgensen. Sara has also been gathering information from past master plans, town reports, code compliance recommendations, meeting with Tom Samyn, etc. to create a timeline of information.
- How do we gradually build the public’s understanding of our needs? Sara suggested we have a separate meeting to discuss a plan to publicize all our information.
- Fundraising – Sara has received some suggestions of fundraisers from other libraries.

New Business

- **Policy Review** – The primary policy we need to work on right now is that for the video surveillance system. Sara and Mardean have samples and will begin to put them together.

Next Meetings

- **Protecting Patron Confidentiality & Privacy Workshop:** April 20, 2016, 9:00am-1:00pm, Derry Public Library [Mardean is attending this]
- **Trustees Meeting: May 12, 2016, 6:00pm, Ashland Town Library**
- **CIP Committee for Library review:** May 18, 7:30pm, Fire Station
- **NHLTA Spring Conference:** May 23, 8:00am-3:30pm, Concord Grappone Center [Alice & Mardean are attending this]

The meeting was adjourned at 7:59 pm.

Minutes submitted by Mardean Badger