

**Ashland Town Library
Minutes of Library Trustees Meeting
May 5, 2016**

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

The meeting was called to order at 6:02 pm by Alice Staples.

Director's Report

- A cabinet lock in the kitchen has been installed.
- Sara will be on vacation from May 19th to the 26th.
- Summer programs are being planned.
- There is still a trash problem outside behind the library.
- There has been no response yet from MVSB regarding the Science Center pass. **A motion was made (Ruell) and seconded (Staples) to pay for the Science Center pass from the Donations account, if it cannot be funded through MVSB or the Friends. The motion was approved, 3-0.**

New Business

- In preparation for the meeting with the CIP Committee, we reviewed our past activities and future plans regarding the Library.
 - The 2015 CIP form will remain essentially the same for 2016.
 - We are evaluating the draft of Tom Ladd's facility study. A list of corrections has been compiled to be forwarded to Tom Ladd. Clearer versions of the current floor plan and graphs will be provided. We will also request a basic evaluation of the suitability of the Historic School for a library.
 - We submitted a grant to US RDA for library shelving. Because the bond issue was not approved, the grant application was withdrawn.
 - We will request \$25,000 capital reserve to be placed on the March 2017 ballot.
 - We discussed various other ideas to promote library programs and needs:
 - Presentation of Tom Ladd's final report to the town government and the public
 - Develop questions for a new survey
 - Increase sharing of accomplishments through website, Facebook, mail and email
 - Determine ways to reach all different population segments
 - Summer program promotion
 - Mailings, pamphlets and/or brochures regarding current programs and future needs – e.g., Did You Know? FAQ's, etc.

Next Meeting

- CIP Meeting – May 18, 7:30 pm, Fire Station [*Note: meeting was cancelled by the CIP*]
- May 31 (Tuesday), 6:00 pm, at the Ashland Town Library.

The meeting was adjourned at 7:12 pm.

Minutes submitted by Mardean Badger