

**Ashland Town Library
Minutes of Library Trustees Meeting
May 31, 2016**

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

The meeting was called to order at 6:05pm by Chair Alice Staples.

Approval of Minutes

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of April 11, 2016 and the minutes of May 5, 2016. The minutes were approved, 3-0.**

Director's Report

- Summer programs are scheduled for July 28 (*Animal Athletes*, Squam Lakes Science Center) and August 9 (*Gotta Play*, Steve Blunt). In case of rain, the July 28 program will be held at the Booster Club. An alternate rain location for the August 9 program is being researched.
- The summer reading program starts mid-May. Publicity has appeared on the town website, the Record Enterprise Ashland column and at the school.
- The recent Coloring for Adults activity had 6 people and is being considered for two times per month due to popularity.
- To increase programming for the older children/teens, a June 21 tie dye activity is planned for ages 10 and older.
- Funding for the Science Center pass has been received from MVSb.
- Sara has prepared a draft of a historical timeline of the Library's space need planning efforts. After we review the draft, it will be available to the public at the desk and on the website.
- Sara is continuing to work on an email version of the monthly newsletter. At this point, we have a list of 30-40 email addresses of patrons and local government officials.
- We discussed the condition of the circulation desk computers. Computer #2 is the oldest (about 9 years) and is not working well (very slow, poor barcode scanning, etc.). We currently have \$300 budgeted in our equipment line. A replacement computer will cost an estimated \$399 from Walmart. **A motion was made (Ruell) and seconded (Staples) to approve purchasing a new computer to replace Computer #2. The motion was approved, 3-0.**

Treasurer's Report

- We reviewed and signed the financial report to date.
 - Typical expenses included books, videos, magazines, cleaning, utilities, supplies, wages/benefits, etc.
 - Other expenses included NHLTA dues, technical support catalog (\$1529), mileage, Tom Ladd report (\$1500 from Donations).
 - One expense noted under Miscellaneous was a \$9.99 month charge for a Kindle Unlimited account. The account and charge was created on a Sunday by an unknown person. The account has been cancelled.

- Income included \$90.62 restitution payment, deposited to the Public Computer Fund.
- The MVSB Books of the Month donation has been spent down (\$241.96) with only 1 book outstanding.

Old Business

- Video Surveillance Cameras
 - There has been no further response from the Scribner Trustees.
 - We still need to work on the policy governing the video surveillance cameras.

New Business

- Tom Ladd Report
 - David reviewed the recent meeting with Tom Ladd to tour the Historic School (for additional notes and photos). Tom also reviewed our proposed corrections to the draft report.
- NHLTA 2016 Annual Conference
 - Alice reviewed highlights of the 3 sessions she attended – *Sunapee Library & Fundraising; Safety in the Library; Small Libraries Roundtable*
 - Mardean reviewed highlights of the 3 sessions she attended – *How to be a Successful Fundraiser; Community Based Strategic Planning; Engaging Your Library Community with Storytelling & Social Media*
- Patron Privacy Workshop
 - Mardean reviewed highlights of the workshop *Patron Privacy in Libraries*

Other Business

- The Attorney General's office is conducting a Trustees training session on June 15, 1-4 pm.
- Budget Committee meeting schedules are being set up for the mid-year budget review. Available dates are July 13 and 20, August 10 and 17. The consensus was that the July dates are more practical for us to attend.

Next Meeting

- **Library Trustees Meeting: June 28, 2016, 6:00 pm, Ashland Town Library.**

The meeting was adjourned at 7:29 pm.

Minutes submitted by Mardean Badger