

**Ashland Town Library
Minutes of Library Trustees Meeting
August 25, 2016**

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

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

Approval of Minutes

- **A motion was made (Ruell) and seconded (Badger) to approve the minutes of July 26, 2016 as written. The motion was approved, 3-0.**

Director's Report

- The September newsletter was distributed.
- The August 9 program (Steve Blunt) was attended by 26 people. Performer Steve Blunt performed an original song in honor of Reuben Whitten.
- The library book sale is scheduled for September 17.
- We discussed a patron issue regarding a lost book, purchase of a replacement and subsequent return of the missing book. The patron will be offered a refund reflecting the difference between the paid lost fee and the cost of the replacement.
- Sara announced her upcoming vacation time.
- **At 6:14, a motion was made (Badger) and seconded (Staples) to go into non-public session for the purpose of discussing a personnel issue (NH RSA 91-A:3, IIa and IIb). The motion passed, 3-0, with a roll call vote.** Sara Weinberg also was present for the discussion of a personnel matter. **At 6:21pm, a motion was made (Badger) and seconded (Staples) to leave non-public session. The motion was approved, 3-0.**
- It was announced that during non-public session, **a motion was made (Ruell) and seconded (Badger) to hire Robert Binette on a part-time basis at beginning wage. The motion was approved, 3-0.**

Treasurer's Report

- We reviewed and signed the financial report to date.
 - Typical expenses included cleaning, utilities, books, videos, magazines, supplies and dues.
 - Program expenses included \$250 (Science Center) and \$300 (Steve Blunt).

Old Business

- **Video Surveillance Cameras** – A date still needs to be set for a meeting with the Scribner Trustees, Library Trustees, and the equipment installer.
- **Review 2017 Budget**
 - The dues line was increased to \$185, reflecting the current amount. There were no other changes in our proposal.
 - The proposed 2017 budget is due to the Budget Committee by October 15. We will submit it now to the BOS, along with a general explanation of the budget

lines and changes. Copies will be made for the BOS (5 copies), Budget Committee (11 copies), and the Town Administrator (1 copy).

- The proposed 2017 budget of \$62,166 reflects an increase of \$826 over the previous year.
- **A motion was made (Badger) and seconded (Staples) to approve the 2017 proposed budget, \$62,166 total. The motion was approved, 3-0.**
- CIP Meeting
 - Alice and Sara reviewed the August 17 meeting with the Capital Improvement Program (CIP) Committee.
 - The CIP Committee had a variety of suggestions, including communicate with local political representatives regarding our planning efforts, work with organizations such as NHMA for finding experts, investigate TCCAP's bank obligations for the Historic School building, etc. (See CIP Committee Minutes of August 17, 2016)
 - The CIP Committee recommended that the capital reserve warrant article can come from the BOS, rather than us submitting a petitioned warrant article.
 - **A motion was made (Badger) and seconded (Staples) to submit the warrant article wording for a \$25,000 capital reserve (library building) for the BOS to include on the 2017 warrant. The motion was approved, 3-0.**
 - Our cover letter to the BOS regarding the 2017 budget will also reference our request for \$25,000 capital reserve warrant article to be submitted by the BOS.

New Business

- Tom Ladd Report
 - The updated draft report, evaluating our current library and future needs, was received from Tom Ladd. This draft also includes a brief description of the Historic School, with advantages and issues.
 - We will review the report in more detail at our next meeting.

Other Business

- NHLTA Manual
 - The 2016 Guide for Library Trustees (NH Library Trustees Association) was distributed.
- Library Sign
 - The current library sign is in poor condition; it was installed in 1998 by Marvel Signs. Marvel estimated a cost of \$739.50 to replace the sign. We will continue looking at other options for vendors, costs and funding.

Next Meeting

- Library Trustees Meeting: September 29, 6:00pm, Ashland Town Library.

The meeting was adjourned at 7:02pm.

Minutes submitted by Mardean Badger