

**Ashland Town Library
Minutes of Library Trustees Meeting
November 22, 2016**

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Others Present: Sara Weinberg, Library Director

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

Approval of Minutes

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of September 29, October 10 (afternoon), and October 10 (evening). The motion was approved, 3-0.**

Director's Report

- Lynn Davis asked if the Library could “host” a very large teddy bear that is being raffled to raise funds for the Operation Santa Claus program. The Library will provide a seat for him opposite the Circulation Desk. The winning ticket will be drawn December 15.
- Tom Peters (Scribner Trustee) worked on one of the Children's Room windows; it was found one morning unlatched and fallen inward. One of the latches now works and a block of wood is still in place to help hold the window closed.
- David Ruell cleared the front Library steps, which had become very slippery due to the wet fall leaves.
- The Friends of the Library will be hosting pictures with Santa Claus for Christmas Night in Ashland, December 2. Children will receive gold chocolate coins and will be able to choose a book from donations provided by the Pond and Peak Reading Council.

Treasurer's Report

- We reviewed and signed the financial report to date.
 - Expenses included books, videos, audios, supplies, cleaning, utilities, telephone, etc.
 - The transfer to the Computer Fund (\$750) was made.
 - Money was transferred from Copy Fees to Supplies.
 - There are 6 pay periods remaining in the year and there is about \$4728 remaining in the Library account with the town. David will watch the pay needs and can transfer some money from the Library checking account back to the town if needed.

Old Business

Video Surveillance

- We reviewed the new estimate (\$4,991) and spec sheets for the video surveillance system. This recent quote includes more cameras, additional storage space and is double the original quote of 2 years ago.
- We decided to put the installation of a video surveillance system on hold until after the March election, to see if the warrant article for purchase of the Historic School passes. If the purchase does not pass, we will go ahead with the installation in the current library. Sara will contact Seacoast Security (Brian) about the delay.

- The Town is working with the same company for fire and intrusion alarms for the Town Office. We will let the Town Administrator know that we are also working on security issues with the same company.

Tom Ladd report

- The final edits were reviewed. The edits and \$500 will be sent to Tom Ladd, and the remaining \$500 will be sent after the edits are completed.
- We reviewed and approved the executive summary that Alice prepared.

Historic School

- On November 7, Alice Staples, David Ruell and Sara Weinberg spoke to the Selectboard about again attempting to purchase the Historic School for the Library. One Selectboard member spoke at length about a proposal to purchase the Historic School for Town Offices, but there were few details about that idea and the level of support from the whole Selectboard is unknown. The Library Trustees were disappointed that there was only limited discussion of the Library's proposal, but the Library Trustees were told that any discussion of town building needs would include the Library.
- A warrant article for a library capital reserve will probably be sponsored by the Selectboard.
- We will get the petition warrant article for the Historic School purchase ready for circulating next week.
- Notebooks will be compiled to include Tom Ladd's report, the executive summary, and other supplemental materials about the Historic School. Distribution will include Selectboard, Town Administrator, CIP Committee, Town Office, town and library websites, and possibly others, such as School Board.
- Alice is going to draft a fund-raising letter. We will look for personal examples or stories to include.
- David has contacted Chip (of Norton) regarding our continuing interest in the building and will also contact the TCCAP CEO (Robert Boschen).

Budget Committee

- We discussed staff wage information that Sara had collected; she will gather more information from some surrounding libraries.
- **A motion was made (Ruell) and seconded (Staples) to increase the proposed 2017 salaries (director, assistant director, aides) by an additional \$.25 per hour above what we had already proposed. The motion passed, 3-0.** The total raise for each position will be \$.50 per hour. The revised figures will be forwarded to the BOS and the Budget Committee.
- We discussed a Budget Committee member's question about the funding level for supplies. Different items are bought from year to year, with varying prices, quantities, etc.

Next Meeting

- Library Trustees Meeting, December 15, 2016; 6:00 pm, Ashland Town Library.
[Note: the date was later changed to December 13]

The meeting was adjourned at 8:02pm.

Minutes submitted by Mardean Badger