

**Ashland Town Library
Minutes of Library Trustees Meeting
January 10, 2017**

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Others Present: Sara Weinberg, Library Director

The meeting was called to order at 6:01 by Chair Alice Staples.

Approval of Minutes

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of December 13, 2016. The vote was approved unanimously, 3-0.**

Director's Report

- It was mentioned that there is a continuing problem with snow and ice on the back sidewalk and front steps. The handicapped parking spot has not been cleared well.
- Pease Library is advertising for a part-time circulation assistant, at \$12.36/hour. That is higher than our hourly rate for assistant director.
- Our unattended children policy needs to be revised to include vulnerable adults. Sara has some sample policies and we will address this at our March or April meeting. A few policies included a similar definition of vulnerable adult: *"A vulnerable adult is an adult who should not be left alone in the Library or is unable to reasonably care for himself/herself in an emergency situation. This includes adults who are mentally or physically challenged and who need staff help beyond assistance with normal library services and are not under the direct supervision of a parent, legal guardian or custodian. Additionally, an individual is considered a vulnerable adult when he/she is not picked up by closing time and needs assistance procuring transportation."*
- In response to a rumor, it was stated publicly at a recent Selectboard meeting that there is no plan to move the town hall and police services to the TCCAP building.
- Recent price changes for vacant properties were noted. The Northway Bank has been reduced to \$199,900. The former liquor store has been reduced to about \$650,000. The former Adam's Body Shop location is part of the same parcel occupied by the Post Office. The former Mr. Chuck's building is advertised for sale by owner, but several interested parties have received no response from the owner. We reviewed sizes and suitability of various properties, to be prepared to answer questions.
- We will contact the School Board to request being placed on their agenda for February 7 to inform them of our warrant article to purchase the TCCAP building for the library. The February 7 meeting is the school deliberative session, followed by the regular school board meeting.

Treasurer's Report

- The current financial report was reviewed and signed.
- David reviewed end-of-year status of the 2016 library budget, noting that we came close to spending the full appropriation. Some categories were overspent (e.g., audios, books, videos, equipment) while other categories were under-spent (e.g., education, software, supplies, utilities). Our wages expenditures were very close; the town has written a check for the small amount remaining which David will pick up and deposit. Sara has used all of her outstanding vacation time. We have about \$270 in outstanding 2016 expenses (primarily December cleaning). We will end the year with about \$1700 to \$1800 balance.

- **A motion was made (Ruell) and seconded (Staples) to request \$4,000 from the proposed 2017 appropriation, for the first quarter of the year. The motion was approved unanimously, 3-0.** David will send the letter to the Board of Selectmen.

Old Business

- Tom Ladd Report – The final corrected copy was received; Alice will double-check it against our list. The report will then be ready for copying and distribution, along with other information.
- We discussed the proposed warrant articles (bond issue and capital reserve). The library capital reserve warrant article is placed along with the other capital reserve articles on the town warrant.
- The Library’s Annual Report was reviewed with a few minor changes and is ready for submission to the Town Office for the Town Report.
- Alice shared a draft of a fund-raising letter. We discussed how to explain that donations are needed for any potential location/building and will be put in a general library building fund account, even though we have been targeting the TCCAP building specifically.
- Mardean shared a chart comparing library statistics from 2010 to 2016. We discussed fluctuations in some categories.

New Business

- Bank/Loan Information
 - We discussed the various estimated bond scenarios we have received: 3 from Franklin Savings Bank (level payment); 3 from the NH Municipal Bond Bank (declining interest); and 6 scenarios from Meredith Village Savings Bank (level payment or level principal). We discussed the options and potential tax impacts, focusing primarily on FSB and the Bond Bank. The BOS ultimately are responsible for choosing the bond option.
- Preparation for Budget Hearing, Bond Hearing, etc.
 - **January 11 – Budget Hearing, 6:00pm, Cafeteria**
 - **January 17 – Bond Hearing, 6:30pm, Cafeteria**
 - **February 4 – Deliberative Session, 1:00pm, Gymnasium**
 - Our information sheet for the budget hearing, bond hearing and deliberative session will be based on last year’s handout, will include RDA grant proposal and will illustrate some of the options of payments, interest and tax impact.
 - David is running again for Library Trustee.
- Capital Reserve re: Agents to Expend
 - The library trustees are agents to expend for our library capital reserve fund, as approved by the voters and allowed by NH RSA. There has been no more discussion from the BOS relative to changing the ‘agents to expend’ in the library’s capital reserve fund.

Next Meetings

- **Ashland School Board**, February 7, 6:30pm, Cafeteria
- **Library Trustees Meeting**, February 9, 6:00pm, Ashland Town Library.
- **Open House at TCCAP Building**, March 11, 10:00am – 1:00pm

The meeting was adjourned at 7:33pm.

Minutes submitted by Mardean Badger