

**Ashland Town Library  
Minutes of Library Trustees Meeting  
May 25, 2017**

**Trustees Present: Alice Staples, David Ruell, Mardean Badger**

**Staff Present: Sara Weinberg, Library Director**

**Public Present: Tejasinha Sivalingam**

The meeting was called to order at 2:05pm by Chair Alice Staples.

**Approval of Minutes**

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of April 27, 2017, as corrected. The motion was approved unanimously, 3-0.**

**Director's Report**

- The Library website will become active again. Payment for the site has been corrected.
- The June newsletter is in progress.
- The "Summer Fun at the Library" newsletter is available in the Library, has been shared with the school, and will be posted on the town website. Featured activities include the summer reading program, story times, "Beauty and the Beast" performance, teen programs (Breakout, Popcorn & Movie, teen coloring), and the discount passes for Squam Lakes Natural Science Center and Polar Caves.
- The 'Pizza and Pages' activity was successful, with 6 attending the first event. Attendance for future events may have to be limited to about 10-12 people.
- The 'meet the author' event with Lisa Olech was well-attended, with about 15 people.
- As part of the school's CLiF grant, the Library will be able to choose about \$1,000 value of children's books from a provided list. Special presentations and events will also be scheduled, beginning in October.
- The Friends of the Library are organizing the July 8 book sale.
- The NH DOJ will be holding trustee training sessions in June.

**Treasurer's Report**

- The current financial report was reviewed and signed.
- The Follett catalog payment has been reduced from \$1680 to \$700, with the deletion of the MARC record component. We are able to obtain free MARC records through the NH State Library.
- A \$100 gift was received from the Friends of the Library toward the Breakout game.
- The Library web domain name has been paid (\$18), manually.

**Old Business**

- Tom Ladd report – The Executive Summary and the introductory letter have been revised. The report package is now ready for distribution.
- Security Cameras – Sara is still in communication with the vendor about adjustments in the package and cost.

- Child & Vulnerable Adult Safety Policy – The draft wording of the new policy was reviewed, with some corrections. **A motion was made (Badger) and seconded (Ruell) to approve the policy. The motion was approved unanimously, 3-0.**
- Conduct/Behavior Policy – The existing policy was reviewed and a correction was made to align with the *Child & Vulnerable Adult Safety Policy*. **A motion was made (Badger) and seconded (Staples) to approve the amended policy. The motion was approved unanimously, 3-0.**
- Program Policy – The draft wording of the new policy was reviewed, with a few corrections. **A motion was made (Badger) and seconded (Ruell) to approve the policy. The motion was approved unanimously, 3-0.**
- Letters in support of federal funding for libraries – The trustees reviewed a draft letter supporting the continued funding of the federal agency, Institute of Museum and Library Services, which provides funding to the nation’s libraries. The letter will be sent to our federal representatives, senators, and the President.
- Fundraising – Alice continues to make contacts in pursuit of resources to fund library expansion.

**Next Meeting**

- **June 29 (Thursday) – Library Trustees Meeting, 2:00 pm, Ashland Town Library.**
- **June 29 (Thursday) – Friends of the Library, 7:00 pm, Ashland Town Library.**

The meeting was adjourned at 3:18pm.

*Minutes submitted by Mardean Badger*