

**Ashland Town Library
Minutes of Library Trustees Meeting
June 29, 2017**

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

The meeting was called to order at 2:21pm by Chair Alice Staples.

Approval of Minutes

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of May 25, 2017. The motion was approved unanimously, 3-0.**

Director's Report

- The Library has received a \$1,000 donation from Marion Crowley.
- Sara updated us on several problems which have recently occurred [discussed separately below].
- **Event Sign**
 - Due to vandalism, the event sign has been pulled into the library temporarily. Recently, some of the letters were rearranged into an obscenity.
- **Internet Connection**
 - For quite some time, we have had recurring problems with our internet connection dropping, which then requires re-booting the whole system. The Spectrum technician stated the upload/download speeds were sufficient, but changed a corroded coupling outside. Now there are frequent buffering issues. When Sara called Spectrum again, they simply tried to convince the Library to upgrade to business class.
 - The demand on our network and internet connection is high. The Library network supports 8 desktop computers, plus any wireless devices brought in by Library patrons.
 - The Trustees will get a copy of the current cable contract from the Town Office and will check the wording regarding the service that is to be provided to the Library.
 - The Trustees will investigate methods of upgrading our internet capability and stability, such as through the service the town office is investigating or the broadband system through the college system.
- **Toilet**
 - The toilet clogged and overflowed again recently (June 26) and Sara was able to shut off the water (wading through the spillage on the floor). A patron called D'Ambruoso Plumbing, who resolved the issue without charging us.
 - Normally, we have to call the Scribner Trustees, who then call for service, which causes a delay in resolving an issue.
 - We would like to have permission from the Scribner Trustees allowing us to call a plumber directly when an emergency arises. We will write a letter to the Scribner Trustees requesting that permission.
- **Historic Materials Room**
 - In early June, one of the NH regimental history books was found extensively damaged -- pages and signatures were all loose from the binding, page edges were

frayed, and numerous notes were written on pages. One book preservation service gave an informal estimate of \$500 to repair the book.

- Genealogical materials in a file cabinet have been pulled out of file folders, written on, and stuffed haphazardly in another drawer.
- A new procedure has been established and will be used going forward. We no longer allow anyone to use the room upstairs. If a patron wants to use any of the historic materials, a staff person accompanies the patron upstairs to select the material, which then is used downstairs and returned directly to the staff person.
- Use of the upstairs room will only be at the discretion of the Library Director.
- **Outside Storage Shed**
 - On June 26, it was discovered that 2 people have been living in the unlocked storage shed behind the Library. A police officer responded to our call and found personal belongings and trash inside the shed and additional trash outside the shed. We contacted a Scribner Trustee about the issue and asked that the shed be secured.
 - The trash outside and some of the trash inside the shed was removed a day or so later. Personal belongings were not removed.
 - The police have been back a few more times and have informed the people using the shed to remove their belongings and to leave the premises.
 - As of today's meeting, personal belongings are still in the shed and the shed is not locked or secured.
 - The Trustees are very concerned about the safety of staff, patrons and general public. The lawn is used for outdoor Library activities during the summer and by the general public (such as during July 4th activities).
 - The Trustees will send an email to the Town Administrator, Board of Selectmen, and the Scribner Trustees about the continuing issue, requesting that the shed be secured, that a sign be posted prohibiting entry into the building, and that the lawn be checked for any unsafe items.

Non-Public Session

- **At 3:17, a motion was made (Badger) and seconded (Ruell) to go into Non-Public session for the purpose of discussing 2 personnel issues (NH RSA 91-A:3. II (c) and (b)). The motion was approved by roll call vote (Staples, Ruell, Badger).**
- Two personnel issues were discussed. Those present for the discussion were Staples, Ruell, Badger, and Weinberg.
- **A motion was made (Ruell) and seconded (Staples) to hire Beth Chalmers as a part-time library aide for the summer, at the starting rate of \$7.25/hour. The motion was approved unanimously, 3-0.**
- **At 3:25, a motion was made (Badger) and seconded (Ruell) to come out of Non-Public session. By roll call vote (Staples, Ruell, Badger), the motion was approved unanimously, 3-0.**
- The vote taken in Non-Public session was announced.

Treasurer's Report

- We reviewed and approved the current financial report.
- Expenses for the month included all normal categories. The annual fees for the web domain and Norton Antivirus were paid.
- At about the mid-year point, we have spent slightly under one-half of the town appropriation.

Old Business

- **Security Camera System**
 - Sara has not had response from Seacoast Security (formerly 1-2-3 Lock-Key) regarding our questions about scaling down the system quoted previously.
 - She has researched a few other security companies in the local area and will contact them for new quotes on a security camera system for the Library. It was noted that the Town Office is working with Mango on the system for the Town Hall.
- **Library Sign**
 - We received a quote (with 3 options) for a new Library sign from Dan's OFQ Painting, LLC (Dan Vaughan). We discussed the various options.
 - **A motion was made (Ruell) and seconded (Badger) to approve Option #1 from Dan's OFQ Painting, LLC, for \$620. The payment will be made from the Library Donations account, which includes \$500 donated for a new sign by the Friends of the Library. The motion was approved, 2-0-1, with Ruell and Badger voting affirmatively, and Staples abstaining.**
 - Sara will draft the wording for the sign. David will contact Dan Vaughan.

New Business

- **July 3 Holiday**
 - The Board of Selectmen have approved giving the town employees a paid day off on July 3 (Monday).
 - **A motion was made (Badger) and seconded (Staples) to give the Library employees a paid day off on July 3 (Monday). The motion was approved unanimously, 3-0.**

Other Business

- **Tom Ladd Report** – The binders with the report and additional materials have been distributed. One member of the Board of Selectmen has visited the Library.
- **Communication** – We will start emailing our minutes to the Board of Selectmen. We discussed other ideas for increasing communication between the Library and town officials, including reports at BOS meetings.
- **Ramp and Railing** – Sara expressed her continued concern with the loose boards on the ramp, loose sections of railing, and protruding nails.

Next Meeting

- **July 18 (Tuesday) – Library Trustees Meeting, 2:00pm, Ashland Town Library.**

The meeting was adjourned at 4:12pm.

Minutes submitted by Mardean Badger