

**Ashland Town Library
Minutes of Library Trustees Meeting
July 18, 2017**

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

The meeting was called to order at 2:06pm by Chair Alice Staples.

Approval of Minutes

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of June 29, 2017. The motion was approved unanimously, 3-0.**

Director's Report

- Twenty-five children are enrolled in the Summer Reading Program.
- The Friends of the Library have bought the NH State Parks Pass (\$110).
 - The pass will be available to Library patrons, at one pass per day.
 - Additional procedures and restrictions will be determined.
 - The availability of the pass will be announced as soon as it is received.
- The latest update on federal library funding indicates that it will be level-funded.
- The answering machine base of the cordless telephone is malfunctioning. With consensus of the Trustees, a new telephone will be purchased (about \$50) from the equipment line.

Treasurer's Report

- We reviewed and approved the current financial report.
- The Library has received its third quarter appropriation from the town (\$4938).
- Typical purchases and expenses were made in several categories. In addition, books and giveaways were purchased for summer programs.
- Joyce Janitorial notified us of a rate increase, beginning July 31. The weekly cleaning rate will increase from \$50 to \$52, which will require an estimate of approximately \$2700 for the new budget year.
- An Amazon Prime account was accidentally ordered, was subsequently cancelled and will result in a \$99 refund.
- The Library has purchased the commemorative photo book of Ashland, compiled by the 150th Celebration Committee.
- We will begin discussing the 2018 budget preparation at our August meeting. We will review our original 2017 proposal and the ensuing default budget, as we draft our new budget.

Old Business

Security Cameras

- Bryan Mango, of Mango Security Systems Inc., visited the Library yesterday to prepare a new estimate for installation of a security camera system inside the Library. This estimate will replace that of our previous vendor.
- The estimate should be ready by about Friday.

- Mango Security has experience with library security systems, including the most recent installation of exterior cameras at the Franklin Library.

Library Sign

- There is no update on the Library's sign.

Special Collections

- Sara reviewed the measures taken to restrict access to the upstairs room and the procedures put in place for patron use of the special collections materials. Procedures include a staff person accompanying a patron upstairs to select materials, usage of the materials downstairs, and a sign-in sheet for patrons. At this point, we will utilize specific procedures, rather than write a formal policy. Restrictions and new procedures are in response to damage and mistreatment of historical materials by patrons.
- Tony Hoerter has donated a copy of the 1883 bird's eye view of Ashland. The image is hanging in the Special Collections Room.
- Alice has some copies of Ashland school yearbooks donated by Allen Cody. We will check our collection to see which ones we are missing.

New Business

First Light and Internet Connections

- Sara will contact First Light to explore how their program might enhance our internet capability. We also need to investigate the e-Rate program and benefits. <https://www.fcc.gov/general/e-rate-schools-libraries-usf-program>
- We will explore other options of improving our network and Wi-Fi services, including talking with Spectrum and Jeff Levesque.
- After the Library's Wi-Fi password was changed recently, we discovered that many residents in the apartments around the Library are also using the Library's Wi-Fi system. This may account for some of the slowdown of our network at certain times.
- For security purposes, future upgrade of our network system should also include separating the staff network from the public network.

Scribner Trustees Issues

- We reviewed several building/property issues:
 - The Library Trustees are grateful for the Scribner Trustees' assistance in resolving the use of the outdoor storage shed by transients.
 - We previously noted to the Scribner Trustees that the two upholstered chairs are in poor condition (torn upholstery and loose arms) and we stated that we would be looking for replacements for those chairs. There has been no response from the Scribner Trustees.
 - In March, we wrote to the Scribner Trustees that the handicapped ramp at the back entrance was in poor condition; no response has been received. Following today's meeting, we viewed the ramp and noted the following issues – some floorboards are loose and no longer fastened to the underside of the ramp; some floorboards are soft and sag when walked on; nail heads are protruding from the floorboards; portions of the railing are loose.

- Last fall/winter, one of the windows in the Children's Room fell inward from the frame. The Scribner Trustees were informed. A temporary block is holding the window in place. The latch on 3 of the 4 windows in that room do not latch securely.
- The vinyl molding around the back door lock is broken and the sharp edges are taped in place.
- A recent overflowing of the toilet was resolved when a patron called D'Ambruoso Plumbing for us. We would like information from the Scribner Trustees regarding which service people should be called in such situations and we would like permission to make those calls ourselves.
- It was observed that the Scribner Trustees recently replaced many of the decorative shutters on the building.
- Alice will write a letter to the Scribner Trustees listing the current issues.

Next Meeting

- **August 17, 2017 (Thursday) – Library Trustees Meeting, 6:00pm, Ashland Town Library.**

The meeting was adjourned at 3:13pm.

Minutes submitted by Mardean Badger