

**Ashland Town Library
Minutes of Library Trustees Meeting
August 17, 2017**

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Others Present: Sara Weinberg, Library Director

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

Approval of Minutes

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of July 18, 2017. The motion was approved unanimously, 3-0.**

Director's Report

- The Arts Alliance of Northern NH is applying for a grant to present a children's author program, targeting young teens, at the Ashland Town Library. More details will be coming for the proposed spring program.
- Sara will remind the Public Works Department about weekly trash pickup at the Library.
- The Ashland Elementary School's CLiF grant will include a program on October 18, at which the Town Library will receive a donation of about 150 new library books. They will be used to replace many older titles.
- A patron has offered to assist with a new Knitting Club. Dates and times will be determined.
- The performance by the Hampstead Players was held at the Booster Club because of the weather. About 25 people attended the program.
- Sara presented a draft of a Personnel Action Form (based on the Town's PAF) and we also reviewed a short form for changes in wages. The Town Office only processes the payroll for library employees; library staff are employees of the Town Library under the authority of the Library Trustees. We discussed what information is needed to notify the Town Office when there are changes in staff and changes in wages.

Treasurer's Report

- We reviewed and approved the current financial report.
 - Standard expenditures included audios, books, videos, supplies, utilities, cleaning and the Hampstead Players.
 - The credit for the Amazon Prime account was received.
 - A new cordless telephone was purchased.
- The regular budget is on track and our other accounts have only had limited changes.

Old Business

Security Cameras

- We reviewed the security camera proposal from Mango Security Systems.
- **A motion was made (Staples) and seconded (Badger) to approve the contract for \$4,354; with the 50% deposit (\$2,177) to be paid from the Donations account; and the contract to be signed by Alice and Sara. The motion was approved unanimously, 3-0.**

- Sara will forward the contract to Mango Security and arrange installation of the system.

Outdoor Library Sign

- The new library sign is in progress.

First Light & Internet Connections

- Sara has contacted First Light for further information, but has received no response yet.
- Sara has started investigating the E-Rate process for libraries. The State Library has some information that may provide some help with the application.

Chairs

- We have located, at the Habitat for Humanity's ReStore in Plymouth, replacements for the 2 upholstered chairs opposite the circulation desk. Saturday will be the best day to replace the chairs. The 2 old chairs will be moved (probably to the attic) and Lisa Rollins has the supplies to clean the upholstery of the new chairs.
- **A motion was made (Badger) and seconded (Staples) to purchase the 2 chairs for \$80, with the purchase and additional cleaning fees coming from the general fund. The motion was approved unanimously, 3-0.**

Letter to Scribner Trustees

- The letter detailing several facility issues has been sent to the Scribner Trustees.

New Business

Documentation Explaining Library Authority and Responsibilities

- Occasionally, there seems to be some limited understanding by Town Office staff regarding the responsibility and authority that Library Trustees have over the budget, operation and staffing of the Town Library. Some of the confusion has related to personnel procedures and policies.
- We will draft an explanation of some of the specific areas of responsibility of the Library Trustees, including budget and personnel policies. This will then be shared with Town Office staff and other appropriate people.

2018 Budget Preparation

- We reviewed our original budget proposal for 2017 and the approved default 2017 budget. After discussion, we decided to use our 2017 proposal as our 2018 proposal, with \$100 increase on the cleaning line and deletion of the Code Compliance line.
- **A motion was made (Ruell) and seconded (Staples) to propose \$62,912 for our 2018 library budget. The motion was approved unanimously, 3-0.**

Next Meeting

- **September 21, 2017 (Thursday) – Library Trustees Meeting, 6:00pm, Ashland Town Library.**

The meeting was adjourned at 7:50pm.

Minutes submitted by Mardean Badger