

**Ashland Town Library
Minutes of Library Trustees Meeting
November 16, 2017**

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

The meeting was called to order at 6:00 pm by Chair Alice Staples.

Approval of Minutes

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of October 5, 2017. The motion was approved unanimously, 3-0.**

Director's Report

- Sara attended a webinar "Dealing with Angry Patrons." She reviewed several points with us, including the recommendation that library staff set behavior boundaries for patrons and do not tolerate the crossing of those boundaries by patrons.
- The HP desk computer has been freezing frequently. HP assistance in correcting the problem has been limited. The IT technician (Karen Boutwell) from The Holderness School recommended adding more RAM, which we purchased and then was installed by her.
- Sara is contacting Jeff Levesque to ask for his consultation on recommendations for short-term and/or long-term improvements to our computer network.
- Since the weather has turned cold, the number of children visiting the library after school has increased substantially. Behavior issues have also increased. Also, on October 30, library staff had to call the police in response to an argument between 2 fathers regarding an incident that happened at school between their children.
- The Library will be closed December 23 (Saturday) and December 25 (Monday) for the Christmas holiday.
- At the recent annual meeting of the Friends of the Library, officers were re-elected, with the exception of the Chair position (currently vacant).
- The cookbook group has selected Christmas cookies as their December theme.
- On October 31 during library open hours, Dean Marcroft started replacing the surface boards on the handicapped ramp at the rear of the library. During construction, some issues occurred with patron access (school trick-or-treaters and handicapped patrons), but those were resolved. The ramp is now much safer for patrons.
- The Friends of the Library will again be doing pictures with Santa on December 1, Christmas Night in Ashland. The Pond and Peak Reading Council will also distribute free books to the children.

Treasurer's Report

- We reviewed and approved the current financial report.
 - Standard expenditures included books, audios, videos, supplies, cleaning, water/sewer, telephone, webinar, and computer equipment.
 - Transfer of \$750 to the computer replacement fund was made.
 - Another loss restitution check was received, \$34.20.

- The new library sign bill (\$620) was paid, \$500 from Donations (Library Friends) and \$120 miscellaneous.
- The library funds are sufficient for the remaining approximate 6 weeks of the year.

Old Business

- **Security Cameras**
 - We reviewed the proposed locations of the security cameras, with respect to visual field and basement access for wiring. The adjustments will be reviewed with the installers.
- **Payroll Process**
 - Sara reviewed communication with Julie Converse regarding library personnel files and payroll information. The new payroll information form will be used beginning with the next staff hiring or adjustment.
- **Library Authority and Responsibilities**
 - Our letter outlining the legal responsibilities and authority of the Library trustees was sent to members of the Selectboard and town office staff. At the November 6 Board of Selectmen meeting, Selectman Sivalingam questioned the intent of the letter and that it seemed that the Trustees were “asserting their autonomy or perhaps requesting more autonomy in certain areas.” Library Trustee Ruell responded that there seemed to be some confusion about the state laws relating to libraries and the intent of the letter was to clarify the Library Trustees’ responsibilities and authority as prescribed by the NH RSA’s.
- **Warrant Article**
 - We have submitted a letter to the Board of Selectmen with warrant article wording for the addition of \$25,000 to the Library Building Capital Reserve fund. We also requested that the warrant article be submitted by the Board of Selectmen, rather than by petition.

New Business

- 2018 Project Planning
 - Staff evaluations will be done.
 - Continued policy review will include a new security camera policy.
 - Improvements to our network and wi-fi system will be researched.
 - Input regarding adequate library facilities will be provided for the Master Plan.
 - The historical materials in the upstairs room need to be cataloged. We will look for a laptop that can be used for that.

Next Meeting

- December 19, 2017 (Tuesday) – Library Trustees Meeting, 6:00 pm, Ashland Town Library.

The meeting was adjourned at 7:04 pm.

Minutes submitted by Mardean Badger